

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE INSTRUCTION 31-201

30 MARCH 2009

**AIR FORCE MATERIAL COMMAND
Supplement**

8 SEPTEMBER 2010

Security

**SECURITY FORCES STANDARDS
AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil> for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ AFSFC/SFOP

Supersedes: AFI31-201,
4 December 2001

Certified by: HQ USAF/A7S
(Mr. David R. Beecroft)

Pages: 125

(AFMC)

OPR: HQ AFMC/A7SOI

Supersedes: AFI31-201_AFMCSUP,
23 March 2005

Certified by: HQ AFMC/A7SO
(Mr. Mark Gunzelman)

Pages: 65

This instruction implements AFRD 31-2, *Air Provost Operations*. It provides guidance on general Security Forces duties and law enforcement operations. Compliance with this instruction is mandatory and applies to Department of the Air Force military, civilian, Reserve Command, Air National Guard, military and civilian personnel from other US military branches assigned or attached to Air Force units, contract Security Forces, and government-owned, contractor-operated (GOCO) and contractor-owned, contractor operated (COCO) facilities. The terms "must," "shall," and "will" denote mandatory actions in this instruction. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. Any organization may supplement this instruction. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10 *United States Code*, Section 8013 and DoD Directive 7730.47. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does

not imply endorsement by the Air Force. **Records Disposition:** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

(AFMC) AFI 31-201, 30 March 2009, is supplemented as follows: This publication supplements AFI 31-201, *Security Forces Standards and Procedures*, and provides additional and command-unique requirements. This supplement applies to all security forces organizations and personnel assigned to Air Force Materiel Command (AFMC) and aligns AFMC policy with the Air Force instruction. Units employing Department of the Air Force (DAF) guards/police or contract personnel for installation entry control or security posts shall apply the procedures consistent with appropriate collective bargaining obligations. Compliance with this publication is mandatory and applies to all AFMC military and civilian personnel or other US military branches to include Air National Guard (ANG) and AF Reserve units assigned or attached to AFMC units, contract security forces, Government-Owned Contractor-Operated (GOCO) and Contractor-Owned Contractor-Operated (COCO) facilities. Submit written requests for clarification to this supplement or the AFI to HQ AFMC/A7SOI, Building 266, 4225 Logistics Ave., Wright-Patterson AFB OH, 45433-5772. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication to HQ AFMC/A7S. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision corrects administrative and typographical errors throughout the text. This document changes all references from Security Police to Security Forces with exception to those referring to the Security Police Shield. This document includes the Security Forces general orders to represent three basic orders all security personnel must follow in performance of their duties. Changes the section responsible for evaluation of SF equipment to HQ AFSFC/SFXR and adds the term Allowance Source Code (ASC) to the acquisition process. The document adds what is a standard requirement for security forces vehicles to include equipment to be contained within the vehicle. This includes video systems contained within SF vehicles, which must be approved by MAJCOM SFs. Additionally, the Installation SJA must coordinate in writing, on the use, presentation, securing and disposition of recorded data obtained by video system. This document also expands on the definition and responsibilities of guardmount and installation entry control. This document identifies the requirement for each SF unit to establish a SF duty officer program. That SF SNCOs and Officers will be appointed to perform post checks, observe exercises, inspect equipment/ facilities, and provide feedback, in writing, to the commander on unit readiness and areas of concern. This document expands on jurisdictional sources that provided SF members jurisdiction, limitations and liability of the laws they are entrusted to enforce. Information and the approval process is also included regarding the authority of

deputization by state and local governments of uniformed law enforcement personnel under the authority of the Air Force, including Security Forces, civilian police, and/or security guards. This document includes Non-lethal weapon information and that the installation Chief of Security Forces will ensure that Security Forces members armed with the handgun, as a primary duty weapon will also carry at least one non-lethal weapon. Because of its effectiveness to and ensure all tools are available to SF members the kneeling search is included as an authorized search method for subjects unable to stand or for safety purposes. All references to the Air Force Law Enforcement Terminal system were removed and replaced by the National Law Enforcement Terminal System (NLETS) and National Crime Information Center (NCIC), which are access systems to computerized law enforcement data. They allow the prompt exchange of law enforcement information between Security Forces and other law enforcement officials. This document also recommends the installation Chief of Security Forces authorize NCIC checks for all visitors entering the installation and if NCIC is not used to screen visitors, the installation Chief of Security Forces should implement a policy so that the screening is done based on set, non-discriminatory criteria, similar to Installation Entry Point Checks. This document defines responsibilities for high-risk incidents, including those of federal, state and local government and the installation commander and installation Chief of Security Forces. This document incorporated changes to the Security Forces After Action Report program and identifies requirements when providing an after action report.

(AFMC) This document has been substantially revised and must be completely reviewed. The phrase “of this AFI” refers to the parent AFI 31-201, while “of this Supplement” refers to AFMC Supplement 1 to AFI 31-201.

Chapter 1—FUNCTIONAL RESPONSIBILITIES	8
1.1. Air Force Director of Security Forces (AF/A7S).	8
1.2. Headquarters Air Force Security Forces Center (HQ AFSFC).	8
1.3. Major Command (MAJCOM) Chief of Security Forces.	8
1.4. Installation Commander.	8
1.5. Installation Chief of Security Forces (CSF).	8
Chapter 2—SECURITY FORCES PERSONNEL	9
2.1. Security Forces Code of Conduct.	9
2.2. Duties and Responsibilities.	10
Chapter 3—SECURITY FORCES DRESS AND EQUIPMENT	11
3.1. General Information.	11
3.2. The Security Police Shield.	11
3.3. Force Protection Function Badge.	11
3.4. Resources and Equipment.	12
3.5. Land Mobile Radio (LMR) Systems.	12

3.6.	Telephone Systems.	13
3.7.	Vehicle Equipment.	13
3.8.	SF Vehicle Identification Markings.	14
3.9.	Speedometer Calibration.	14
3.10.	Vehicle and Vehicle Equipment Care.	14
3.11.	Vehicle-Mounted Video Surveillance Systems.	15
Chapter 4—	SECURITY FORCES ACTIVITIES	16
4.1.	Security Forces Guardmount.	16
4.2.	Installation Entry Control.	16
4.3.	Post Checks.	16
4.4.	Post Visits.	17
4.5.	Post Reporting.	17
4.6.	Security Forces Duty Officer Program.	17
Chapter 5—	JURISDICTION, LIMITATIONS, AND LIABILITY	18
5.1.	Jurisdiction.	18
5.2.	Jurisdiction Sources.	18
5.3.	Jurisdiction Application.	19
5.4.	Jurisdiction Types.	20
5.5.	Security Forces Authority.	20
5.6.	Probable Cause/Reasonable Grounds.	21
5.7.	Posse Comitatus Act.	22
5.8.	Deputization of Air Force Law Enforcement Personnel by State and Local Governments.	22
5.9.	Off-duty employment as civilian police officers.	23
5.10.	Support to the US Secret Service (USSS) and US Department of State (DOS). ...	23
5.11.	Personal Liability.	23
5.12.	Vehicle Operation.	23
Chapter 6—	APPREHENSION, DETENTION, AND CUSTODY	24
6.1.	Apprehension on Military Installations.	24
6.2.	Off Installation Patrols.	24
6.3.	Custody.	24
6.4.	Searches.	24
6.5.	Rights Advisement.	25

6.6.	Use of Force.	25
6.7.	Transporting Apprehended or Detained Persons.	26
Chapter 7—SEARCH, SEIZURE, AND EVIDENCE		27
7.1.	Search.	27
7.2.	Probable Cause Search.	27
7.3.	Search Incident to Apprehension.	27
7.4.	Search with Consent.	27
7.5.	Search of and by the Opposite Sex.	28
7.6.	Personnel Searches.	28
7.7.	Off-Installation Searches.	28
7.8.	Searches Outside the United States, US Commonwealths, and US Territories.	28
7.9.	Searches Conducted by Foreign Nationals.	28
7.10.	Entry Point Inspections and Searches.	29
7.11.	Preserving Evidence.	29
Chapter 8—NATIONAL LAW ENFORCEMENT TERMINAL SYSTEM (NLETS) AND NATIONAL CRIME INFORMATION CENTER (NCIC)		30
8.1.	Program Definition.	30
8.2.	Program Responsibilities.	30
8.3.	Acquiring and Installing NLETS/NCIC.	30
8.4.	Training.	30
8.5.	Providing System Protection.	31
8.6.	Criminal History Data.	31
8.7.	Validation System and Records Maintenance.	32
8.8.	Agencies Receiving NLETS/NCIC Service.	32
Chapter 9—HIGH RISK SITUATIONS		33
9.1.	Air Force Philosophy.	33
9.2.	Duties and Responsibilities.	33
9.3.	Lead Agency Concept.	34
9.4.	Off-Installation Incidents.	35
Chapter 10—EMERGENCY SERVICE TEAMS (EST)		36
10.1.	Requirements for EST.	36
10.2.	Goals.	36
10.3.	Capability.	36

10.4.	Assignment.	36
10.5.	Emergency Medical Skills.	37
10.6.	Intelligence.	37
10.7.	Interagency Cooperation.	37
10.8.	Employment.	37
10.9.	Uniforms and Equipment.	37
10.10.	Crisis Negotiation Team (CNT).	37
10.11.	Planning Considerations.	38
10.12.	Initial EST Training.	38
10.13.	Military Working Dog (MWD) Team Use.	39
10.14.	Reporting Requirements.	39
Chapter 11—	CRIME PREVENTION	40
11.1.	Definition.	40
11.2.	Objectives.	40
11.3.	Connection to Integrated Defense.	40
11.4.	Role of Security Forces.	40
11.5.	Basic Crime Prevention Programs.	42
11.6.	Situational Crime Prevention.	43
Chapter 12—	SECURITY FORCES LESSONS LEARNED	45
12.1.	Purpose.	45
12.2.	Types of Reports.	45
12.3.	Types of Actions.	45
12.4.	Reporting Requirements.	46
12.5.	Reporting Procedures.	47
Chapter 13—	SECURITY FORCES FORMS	48
13.1.	AF Form 52, Evidence Tag.	48
13.2.	AF Form 53, Security Forces Desk Blotter.	48
13.3.	AF Form 75, Visitor Pass.	48
13.4.	AF Form 1109, Visitor Register Log.	48
13.5.	AF Form 1168, Statement of Suspect/Witness/Complainant.	48
13.6.	AF Form 1176, Authority to Search and Seize.	48
13.7.	AF Form 1313, Driver Record.	48

13.8. AF Form 1315, Accident Report.	48
13.9. AF Form 1361, Pick Up/Restriction Order.	48
13.10. AF Form 1364, Consent for Search and Seizure.	48
13.11. AF Form 3226, Authority to Apprehend in Private Dwelling.	48
13.12. AF Form 3907, Security Forces Field Interview Data.	48
13.13. DD Form 460, Provisional Pass.	48
13.14. DD Forms 2708 and 2708 PA, Receipt for Prisoner or Detained Person.	49
13.15. AF Form 3545A, Incident Report.	49
13.16. Prescribed and Adopted Forms.	49
13.16.1.Prescribed Forms.	Error! Bookmark not c
13.16.2.Adopted Forms.	50
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	51
Attachment 2—USAF SECURITY FORCES MODEL VEHICLE OPERATION POLICY	54
Attachment 3—SECURITY FORCES RESPONSE AND BREVITY CODES	57
Attachment 4—BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN	58
Attachment 5—SECURITY FORCES LESSONS LEARNED REPORT FORMAT	59
Attachment 6—(Added-AFMC) SECURITY FORCES FORMS	60

Chapter 1

FUNCTIONAL RESPONSIBILITIES

1.1. Air Force Director of Security Forces (AF/A7S). Provides and develops policy and guidance for Security Forces programs in order to protect Air Force installations from terrorism, criminal acts, sabotage and acts of war. HAF/A7S also provides policy and guidance to organize, train and equip Security Forces.

1.2. Headquarters Air Force Security Forces Center (HQ AFSFC). Provides Air Force commanders with guidance on implementation of Security Forces programs.

1.3. Major Command (MAJCOM) Chief of Security Forces. Establishes command unique programs and policies to ensure protection of command installations, personnel, and resources.

1.4. Installation Commander. Establishes base programs and policies to provide a reasonable level of protection to personnel and resources.

1.5. Installation Chief of Security Forces (CSF). Designs Security Forces programs to protect the installation personnel and resources.

Chapter 2

SECURITY FORCES PERSONNEL

2.1. Security Forces Code of Conduct. Here are general guidelines for SF performance:

2.1.1. Exercising Authority. On-duty Security Forces and DAF civilian police and guards, are the visible representatives of the US Government, the Air Force, the installation commander, and the installation Chief of Security Forces. It is the duty of Security Forces to accept the authority entrusted to them and to use the authority impartially, firmly, and in a manner that commands respect from the public.

2.1.2. Professional Demeanor. The enforcement of laws and regulations brings Security Forces and DAF civilian police and guards into direct contact with the public. Treat everyone in a dignified and respectful manner.

2.1.3. Personal Appearance. Maintain a high standard of appearance IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Set the example for all to follow.

2.1.4. Personal Attitudes. Perform duties in an impartial, just, friendly, and helpful manner. The Air Force does not tolerate discrimination based on race, color, religion, national origin, or sex.

2.1.5. Assistance to Others. Render assistance to the public. Promptly assist any injured or ill individuals.

2.1.6. Attention to Duty. Remain mindful of duty commitments. Do not consume any form of intoxicant while on duty or within eight hours of a duty tour. Remain alert and vigilant on post at all times.

2.1.7. Seeking Favors. Do not seek personal advantage through status as a Security Forces member. Don't try to gain favor or popularity by showing favoritism, overlooking violations, or otherwise failing to enforce the law. In addition, SF personnel cannot accept any advantage, gratuity, or reward for performing official duties.

2.1.8. Punishment of Offenders. Security Forces have the authority only to apprehend or detain, based on probable cause, but not to punish offenders. Use discretion to correct, caution, or warn someone for minor violations of the law, but do not admonish or reprimand.

2.1.9. Apprehension of Suspects. Protect the health and welfare of all apprehended suspects. Use force according to AFI 31-207, *Arming and Use of Force by Air Force Personnel*. The USAF will not tolerate the intentional or negligent mistreatment of apprehended suspects. Do not use abusive, profane, or insulting language toward a suspect or show disregard for the suspect's valuables, personal property, or physical well being.

2.1.10. Dealing with Intoxicated Persons. Security Forces will apprehend individuals that appear to be intoxicated. Make every effort to avoid verbal and physical confrontations.

2.1.11. Off Duty Conduct. Security Forces must remain above reproach, including in their off-duty conduct.

2.1.12. Protection of Privacy. Security Forces must protect private information. Do not discuss offenses or incidents, except in the line of duty.

2.2. Duties and Responsibilities. Security Forces duties and responsibilities vary greatly by installation and post. Each installation Chief of Security Forces will define the duties and limits of Security Forces posts, in local duty or post instructions. The three basic Security Forces General Orders are always the same. They are:

2.2.1. I will take charge of my post and protect personnel and property for which I am responsible until properly relieved.

2.2.2. I will report all violations of orders I am entrusted to enforce and will call my superior in any case not covered by instructions.

2.2.3. I will sound the alarm in case of disorder or emergency.

Chapter 3

SECURITY FORCES DRESS AND EQUIPMENT

3.1. General Information. Security Forces must wear a distinctive uniform for quick identification. Because Security Forces are constantly in the "public eye," they must set the highest standard of dress and appearance. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, contains guidance on proper wear of Security Forces uniforms.

3.2. The Security Police Shield. Only uniformed Security Forces members wear the Security Police shield. Do not abuse this symbol of authority. AFI 31-206, *Security Forces Investigations Program*, establishes procedures for display of the shield by Security Forces investigators not in uniform. The following guidelines apply to the issue and wear of the Security Police shield:

3.2.1. Issue metallic shields IAW Table of Allowance (TA) 016, *Table of Allowances for Special Purpose Clothing and Personal Equipment*.

3.2.2. The Security Police shield is considered a controlled item and will be safeguarded and monitored when issuing.

3.2.3. Reissue serviceable shields.

3.2.4. Wear the metallic shield only on the blue uniform combinations.

3.2.5. Security Forces members who are retraining or separating from the service will turn-in their Security Forces shield to the installation Chief of Security Forces.

3.2.6. The installation Chief of Security Forces may elect to present the shield to retiring Security Forces or the next of kin to Security Forces who die while on active duty.

3.2.7. As the Air Force specialty most closely associated with the enforcement of good order and discipline on an installation, Security Forces Airmen and DAF civilian police and guards of all grades must set the example for others to follow on/off duty. The conduct of Security Forces members must be above reproach at all times. Should a member's on- or off-duty conduct not conform to this standard and have the chain of command question the individual's trustworthiness to execute the authorities vested in that individual, the commander may temporarily or permanently prohibit the member from wearing the Security Police shield and beret. Grounds for removal of the shield, beret, and Force Protection qualification badge include violations of the SF Code to include the ([Chapter 2](#)). This action is not punishment; however, it may be associated with administrative, non-judicial, or judicial action. **NOTE:** To permanently remove an Airman's AF Specialty Code, commanders should refer to AFI 36-2626, *Airman Retraining Program*, para 4.3.

3.3. Force Protection Function Badge. Chiefs of Security Forces may authorize persons in their command to wear this badge. HAF/A7S may authorize appropriate persons to wear the badge. Award this badge to military personnel who acquire certain skill levels and demonstrate honorable service in the Security Forces career field. Award the badge according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

3.3.1. Allied nation, other US service, and other USAF personnel performing instructor or liaison duty with an Air Force Security Forces organization wear the qualification badge commensurate with time requirements listed in AFI 36-2903.

3.3.2. Airmen assigned to the US Air Force Reserve (USAFR) or ANG are eligible for award of the qualification badge.

3.3.3. Once approved, present the badge at an appropriate ceremony.

3.3.4. The installation CSF may rescind the badge anytime the bearer loses their Security Forces AFSC for misconduct.

3.4. Resources and Equipment. HQ AFSFC/SFXR identifies and evaluates commercially available and government-developed equipment necessary to support Service-wide needs for Security Forces personnel. SFXR:

3.4.1. Serves as the central point of contact for Security Forces logistics and requirements throughout the Air Force.

3.4.2. Disseminates Security Forces equipment information, test reports, and material deficiencies.

3.4.3. Monitors new and emerging technologies for Security Forces applications.

3.4.4. Manages, monitors, or provides approval authority, as appropriate, for the following Allowance Source Code (ASC) dealing with Security Forces equipment:

3.4.4.1. ASC 001 -- *Master Equipment Management Index.*

3.4.4.2. ASC 002 -- *Monthly Allowance Notice (Update).*

3.4.4.3. ASC 009 -- *Small Computers and Equipment.*

3.4.4.4. ASC 012 -- *Vehicles.*

3.4.4.5. ASC 016 -- *Clothing.*

3.4.4.6. ASC 538 -- *Security Forces Equipment (General) and Weapons.*

3.4.4.7. ASC 629 -- *Audio Visual.*

3.4.4.8. ASC 660 -- *Communications Equipment.*

3.4.5. SFXR conducts a semi-annual Air Force Security Forces Equipment Weapons Configuration Board (ECBW) to update equipment listings, provide a forum to work Security Forces-related equipment problems and issues, and work logistics detail issues with MAJCOM Security Forces staff representatives.

3.5. Land Mobile Radio (LMR) Systems. The LMR system is the primary means of communication used to control Security Forces operations. MAJCOMs determine requirements for "secure voice" equipment (refer to AFI 31-101, *Integrated Base Defense* for further information).

3.5.1. Security Forces use standard practices to ensure the radio net operates smoothly during normal and emergency situations. Do not use slang language. Military radio transmissions must comply with Federal Communications Commission (FCC) regulations.

The Allied Communication Publication (ACP) 125 (F), dated 5 September 2001, prescribes procedures for Security Forces using two-way radios.

3.5.1.1. The FCC regulates communications by wire and radio. Military radio transmissions are subject to FCC monitoring and regulation.

3.5.1.2. FCC regulations prohibit:

3.5.1.2.1. Use of profane or obscene language in wire or radio communication.

3.5.1.2.2. Use of false or deceptive signals or communications unless otherwise directed for intelligence operations.

3.5.1.2.3. Operation of an unlicensed station.

3.5.1.2.4. Operation of a station by unauthorized personnel.

3.5.2. Net Control Station. When three or more two-way radios use a single radio net (frequency), establish a net control station according to the local installation communications officer's direction.

3.5.3. Commanders ensure a positive Communications Security (COMSEC) program exists for radio communications when they:

3.5.3.1. Use standard response codes to identify the urgency of each radio dispatch. (See [Attachment 3](#))

3.5.3.2. Devise local duress or signal codes to indicate an emergency or duress situation when they do not wish to alert any unauthorized listeners.

3.5.3.3. Decode data encryption system equipped radios before servicing.

3.5.3.4. Decode vehicle radios before releasing the vehicle to any maintenance activity.

3.5.4. Consider equipping the law enforcement desk with a two-way radio capable of communicating on the local civilian police emergency frequency. If a two-way radio is not available or practical, use a mutually agreed upon system that facilitates rapid emergency notification to civilian police like E-911. Negotiate for and fund such equipment at the installation level. Set up operating instructions according to local civilian police regulations.

3.5.5. **(Added-AFMC)** In addition to complying with all applicable AF and local instructions governing communications devices, Security Forces units must receive approval of all radio and radio component purchases through HQ AFMC/A7SX prior to purchasing to ensure they meet all standards and are on the list of approved items.

3.6. Telephone Systems. Commercial and tactical telephone systems augment the LMR. Connect all fixed Security Forces posts to the law enforcement desk, central security control, Emergency Control Center (ECC), or Base Defense Operations Center (BDOC) by dial or direct telephone lines.

3.7. Vehicle Equipment. TAs and technical orders (TO) establish authorized equipment and markings. As a minimum, equip permanently assigned non-tactical vehicles with the following (exceptions may include posting/investigation vehicles):

3.7.1. Warning Light System. Use a warning light system in the form of a magnetic or permanent mount-type single or multiple flashers, rotating, or strobe light system. Mount the

system either on the vehicle roof, on a "roof bar," on the dashboard and rear window platform, or on the front bumper and the rear window platform. Do not mount lights inside the vehicle front grill.

3.7.2. Siren System. Mount the siren in concert with a roof-mounted warning light system or under the vehicle hood.

3.7.3. Public Address System. Use either a portable system ("bullhorn") or a permanent system. Mount the system in concert with a roof-mounted warning light bar system or under the vehicle's hood.

3.7.4. Spotlight. Use either a portable spotlight (battery-operated or cigarette lighter plug-in type) or a permanently mounted spotlight. If a permanent-mount type is used, mount the spotlight on the vehicle roof, "roof bar," or on the driver's side door frame pillar.

3.7.5. Land Mobile Radio. Use a permanently mounted multi-channel mobile or "portamobile" radio. Install radios so the driver has easy access to all radio controls and microphones and so radio equipment does not interfere with safe vehicle operation.

3.7.6. A general purpose first aid kit (FSN 6545-00-922-1200 or equivalent).

3.7.7. Extinguisher – a 2 1/2 pound ABC rated dry chemical fire extinguisher.

3.7.8. Bloodborne Pathogen Protective Kit (required in all Security Forces vehicles). Contents must include one-way respiratory cardio-pulmonary resuscitation (CPR) mask, surgical gloves, eye protective goggles or glasses with side shields, surgical mask, and surgical gown. The installation Chief of Security Forces and installation medical officer determine other contents of the kit. Train those personnel determined to have occupational exposure to bloodborne pathogens to use kit contents. [Attachment 4](#) contains the requirements for a Bloodborne Pathogen Exposure Control Plan.

3.7.9. Remove unit level equipment before turning in for maintenance.

3.8. SF Vehicle Identification Markings. Refer to TO 36-1-191 for guidance on marking Security Forces vehicles.

3.9. Speedometer Calibration. Calibrate the speedometers of all traffic patrol vehicles at least semiannually or sooner if local (city, county, state) laws are more stringent. Recalibrate the vehicle's speedometer any time there are major maintenance repairs to a traffic patrol vehicle's transmission, differential, speedometer, or after tire replacement.

3.9.1. See local laws on how to calibrate speedometers.

3.9.2. If local (city, county, state) law does not have any standards, develop local procedures and coordinate with SJA to ensure legal requirements are satisfied.

3.10. Vehicle and Vehicle Equipment Care. Before each tour of duty, inspect vehicles and vehicle equipment for safety and maintenance deficiencies. Test all warning lights, sirens, public address systems, spotlights, etc. Report deficiencies to the on-duty flight chief/commander. And annotate all discrepancies and deficiencies on the AFTO Form 1800 assigned to that vehicle. If the deficiency is a safety issue, do not operate the vehicle until the deficiency is repaired or corrected. Vehicles should always present a clean appearance, weather permitting.

3.11. Vehicle-Mounted Video Surveillance Systems. Units may use vehicle-mounted video surveillance systems as a tool to enhance their law enforcement and public safety role. Carefully evaluate the cost and the need before buying video systems. The following guidelines apply:

3.11.1. MAJCOM SFs approve unit requests for video systems.

3.11.1.1. Installation SJA must coordinate in writing, on the use, presentation, securing and disposition of recorded data. However, as a minimum, the vehicle-mounted video system will only be used when actively engaged in patrol activities (which includes traffic stops or any contact with a person, not on traffic accidents) and cannot be in use when the vehicle is parked and unattended in a non-enforcement function. Recorded data must be processed, maintained and documented in accordance with [paragraph 7.11](#), Preserving Evidence.

3.11.1.2. Vehicle-mounted video surveillance system recorded data must be stored/housed in a locked, tamper proof container with access only by the on duty flight sergeant or flight commander.

3.11.1.3. **(Added-AFMC)** Security Forces units must receive approval of all video surveillance system purchases through HQ AFMC/A7SX prior to purchasing to ensure they meet all standards and are on the list of approved items.

3.11.2. There is no centrally managed procurement program. Units must determine needs locally and procure the appropriate system that best meets their needs. Consult MAJCOM, state and local requirements for possible restrictions prior to procurement of any system.

3.11.3. Follow standard supply acquisition procedures.

Chapter 4

SECURITY FORCES ACTIVITIES

4.1. Security Forces Guardmount. Guardmount is an official military function conducted at the start of the Security Forces shift. Use guardmount to determine the readiness of personnel, to include their appearance and mental and physical condition. Use guardmount to conduct roll call, announcements, security status briefing, weapons inspection, and post assignments. Conduct open ranks inspections at least once per work cycle and annotate it in the Security Forces blotter. Guardmount is also an appropriate opportunity for recognition of deserving personnel.

4.2. Installation Entry Control. Controlling entry to the installation is a fundamental Security Forces task. SF control entry to facilitate vehicle and pedestrian access in an orderly, safe, and secure manner, and to provide controls to help protect the installation's resources. Effective entry control begins off the installation with coordination and planning with civil or host nation law enforcement agencies. Entry control is a multi-disciplinary effort incorporating perimeter controls, entry point design, screening, searches, sentry procedures, and consequence management. Commanders at all levels are responsible to understand the integrated nature of installation entry control and mitigate risks. All Airmen are responsible to do their part in controlling authorized entry and preventing unauthorized entry to Air Force installations, particularly as sponsors of base visitors.

4.2.1. The installation entry controller is a symbol of the professionalism and readiness of an Air Force installation. Entry controllers represent the most senior authority on base --usually the installation commander. They are normally the first contact the public has with the Air Force installation, and serve as the Air Force's "ambassadors to the public." This professional SF image is also a key element in deterring criminals and terrorists from even approaching a gate.

4.2.2. A professionally constructed gatehouse is essential, with supporting features such as lighting, traffic calming devices, final denial barriers, and protection from adverse weather. Safety and security for people transiting the gate must be inherent in its design. The entry point should also present an image, which reflects the pride of the installation's mission and the professionalism of the Air Force. Staff the gatehouse with sharp, energetic, and courteous entry controllers.

4.2.3. Installation entry controllers are a key line of defense. Installation entry points are where SF first contacts persons entering the installation. Among many other tasks, the installation gate is the prime spot for SF to stop: unwanted persons, weapons, and contraband from entering the installation; fleeing criminals and stolen property from exiting the installation; and unsafe, uninsured, and unlicensed vehicles and drivers from entering/exiting the installation (including drunk/drugged drivers).

4.3. Post Checks. Unit leadership and on duty supervisory personnel will conduct post checks to ensure posted personnel remain alert and are knowledgeable of assigned duties and responsibilities. Post checks also include inspection of Security Forces facilities, vehicles, individual and post-related equipment. Post checks must be documented in the SF blotter.

4.4. Post Visits. Post visits are a means for officials to visit on-duty Security Forces. These officials include senior Security Forces representatives, Senior Wing/Base Leaders, First Sergeants, chaplains, etc. Post visits can be used to verify the SF member's job knowledge and performance in their work environment, inspect facilities, take questions, ascertain the welfare of personnel, and build their morale. Post visits should be conducted during both day and night hours.

4.5. Post Reporting. Security Forces report the status of their post to the senior person conducting the post check or visit.

4.6. Security Forces Duty Officer Program. SF Commanders will establish a SF duty officer program. SF SNCOs and Officers will be appointed to perform post checks, observe exercises, inspect equipment/ facilities, and provide feedback, in writing, to the commander on unit readiness and areas of concern.

Chapter 5

JURISDICTION, LIMITATIONS, AND LIABILITY

5.1. Jurisdiction. Military jurisdiction is the authority, capacity, power or right to apply the law. This authority involves the right to charge a person with an offense, try him/her in a court and make a final determination of his/her case through courts of appeal. The installation Staff Judge Advocate is the focal point for determining Security Forces jurisdiction. Security Forces members must know the jurisdictions on their installation.

5.1.1. Security Forces are representatives of the US Government, the US Armed Forces, the installation commander, and the installation chief of Security Forces. The Manual for Court-Martial, Rules for Court-Martial (RCM), Rule 302(b)(1), gives the authority to apprehend individuals. Carry out this important duty in a fair, impartial and firm manner.

5.1.2. The Uniform Code of Military Justice (UCMJ), Article 136(b)(6), gives Security Forces the authority to administer oaths to witnesses and suspects, as necessary, in the performance of their duties.

5.2. Jurisdiction Sources. There are three sources of military jurisdiction.

5.2.1. U.S. Constitution. The US Constitution established a system of fundamental laws and principles that prescribe the nature, function and limits of our government. Simply said, Security Forces powers are constitutionally founded. The specific provisions of the Constitution relating to military jurisdiction are found in the powers granted to Congress, in the authority vested in the President and in a provision of the Fifth Amendment. This jurisdiction is designed to operate outside of the federal court system. The efficient operation of military law requires a separate judicial system geared to the needs of the military.

5.2.1.1. Article 1, Section 8, authorizes the US Congress to make rules for the government and regulation of the land and naval armed forces. Under this authority, the US Congress enacted the Articles of War and the Articles for the Government of the Navy. The UCMJ was later written for all branches of the US Armed Forces and replaced the early Articles.

5.2.1.2. Article 2, Section 2, provides for the President of the United States to be Commander-in-Chief of the US Armed Forces. Under this authority, the President issues executive orders affecting the US Armed Forces. The UCMJ, Article 36, further states the President of the United States can prescribe rules for court-martial procedure. By virtue of his/her authority under the Constitution and the UCMJ, the President of the United States, by Executive Order, has prescribed the Manual for Courts-Martial (MCM).

5.2.2. Federal Statutes. The second source of jurisdiction is US federal statutes – laws passed by the US Congress. Most of the statutes that directly affect the Air Force are compiled in Title 10, United States Code (U.S.C.).

5.2.3. International Law. The third source of jurisdiction is international law. Military jurisdiction derived from international law is difficult to precisely define. However, civilized nations have observed certain rules in their relationships with each other.

5.2.3.1. The sources of international law are customs, written agreements among nations and the writings of authorities. The Law of Armed Conflict is also included under international law (e.g., citizens of a foreign nation may be tried by military court-martial or commission for certain offenses during wartime).

5.2.3.2. The Law of Armed Conflict is derived from agreements between nations in such international gatherings as The Hague and Geneva Convention's. These conventions spell out the conduct of participants in warfare. The purpose of the law is to restore order and to protect both combatants and noncombatants from unnecessary suffering. It defines the rights of prisoners-of-war, the sick and injured and civilians in occupied territories.

5.3. Jurisdiction Application. Jurisdiction applies to persons, places and offenses.

5.3.1. Person. Article 2 of the UCMJ states exactly who is subject to military jurisdiction. Those personnel subject to military jurisdiction that Security Forces personnel are likely to come in contact with include:

5.3.1.1. Members of the regular component of the Armed Forces.

5.3.1.2. Cadets, aviation cadets and midshipmen.

5.3.1.3. Members of the reserve components while on inactive training, but in the case of the Army National Guard or the Air National Guard, only when in federal service.

5.3.1.4. Retired, regular component members of the military entitled to pay.

5.3.1.5. Retired, reserve component members receiving military hospitalization.

5.3.1.6. Members of the fleet reserve and the fleet marine reserve.

5.3.1.7. Persons in Armed Forces custody serving a sentence imposed by court-martial.

5.3.1.8. Prisoners of war in custody of the Armed Forces.

5.3.1.9. In time of war, persons with or accompanying the Armed Forces in the field. However, this is only in time of war and subject to certain limitations.

5.3.1.10. Members of the National Oceanic and Atmospheric Administration, Public Health Service, and other organizations, when assigned to and serving with the armed forces.

5.3.1.11. Subject to any treaty or agreement which the United States is or may be a party to any accepted rule of international law, persons serving with, employed by, or accompanying the armed forces outside the United States and outside the Canal Zone, the Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

5.3.1.12. Subject to any treaty or agreement which the United States is or may be a party to any accepted rule of international law, persons within an area leased by otherwise reserved or acquired for use of the United States which is under the control of the Secretary concerned and which is outside the United States and outside the Canal Zone, the Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

5.3.2. Place. Article 5 of the UCMJ states that the Code applies in all places, and there is no restriction on where the case may be heard. The military has jurisdiction to prosecute any offense committed on or off base.

5.3.3. Offenses. The last element is that the offense be subject to court-martial jurisdiction. As Rules for Courts-Martial (RCM) 203 states, "To the extent permitted by the Constitution, court-martial may try an offense under the code..." However, in determining whether subject-matter jurisdiction exists, it is necessary to look at the service member's status at the time the offense is committed. If the service member is lacking a military status at the time of the offense, there is no jurisdiction over that offense, regardless of whether the offense violates any UCMJ article.

5.4. Jurisdiction Types. Four types of jurisdiction apply to military installations and facilities.

5.4.1. Exclusive Jurisdiction. The federal government has total or complete jurisdiction of offenses occurring on federal lands. Exclusive jurisdiction gives the federal government the exclusive right to prosecute offenses occurring therein. If persons commit an offense under the UCMJ, they are tried solely by the military, unless the crime also violates some other federal statute. Generally, the federal government will dispose of all cases involving military personnel for offenses committed in areas of federal exclusive jurisdiction. Civilians who commit offenses in areas of federal exclusive jurisdiction can be prosecuted and/or turned over to civilian federal authorities.

5.4.2. Concurrent Jurisdiction. Both the federal and state governments have authority to enforce law on the installation. If there is a potential conflict regarding exercise of jurisdiction, SFS should consult their Staff Judge Advocate for guidance.

5.4.3. Reciprocal (Partial) Jurisdiction. Both the federal and state governments have some authority, but neither has exclusive power. For example, a state may have retained criminal jurisdiction over an installation or part of an installation (housing areas, for example).

5.4.4. Proprietary Jurisdiction. The military exercises the rights of a property owner only. The military does have criminal jurisdiction (UCMJ) over military personnel in these areas. The military exercises no criminal jurisdiction over the area with civilians. Examples include some housing areas and some recreational retreat areas.

5.4.5. Martial Law. The term "martial law" means "the temporary military government of a civilian population." Declaring US federal martial law might require the US to exercise jurisdiction over the civilian population. In time of an emergency, military jurisdiction over the civilian population extends beyond the restoration of law and order. It provides relief and rehabilitation of the people, the resumption of industrial production, the re-establishment of the economy, and the protection of life and property.

5.5. Security Forces Authority. Rule 302 of the Manual for Courts-Martial and Article 7(b) of the UCMJ give Security Forces authority to apprehend any person subject to trial by court-martial if the Security Forces member is executing security/law enforcement duties. Security Forces have four authorities: to detain, apprehend, report and correct.

5.5.1. Detain. Detaining or detention is a term used for dealing with civilians or other personnel not subject to Article 2 of the UCMJ.

5.5.2. Apprehend. Apprehension is the equivalent of “arrest” in civilian terminology. It means taking a person into custody. The same rules apply to detentions and apprehensions. For example, if a person on base wearing civilian clothes violates the UCMJ, and/or federal and state laws, detain and verify their status. If the detainee is a military member, and it is appropriate, apprehend.

5.5.3. Report. Security Forces members’ responsibility to report includes a requirement to prepare or present an official detailed account of violations of the UCMJ to the proper authorities.

5.5.4. Correct. Security Forces have the authority to correct, caution or warn offenders for minor infractions of laws and regulations. However, Security Forces have no authority to punish an offender, so they must use caution that their action does not constitute an admonition or reprimand.

5.5.5. Federal Law. Security Forces also have the authority to enforce other aspects of federal law and U.S.C. not covered by the UCMJ. Examples which outline the installation commander’s responsibility for protecting personnel and property under their jurisdiction include:

5.5.5.1. The Internal Security Act of 1950.

5.5.5.2. Title 10 and Title 18, United States Code, Section 1382.

5.5.6. Assimilative Crimes Act. Makes criminal and adopts state criminal laws for areas of exclusive or concurrent federal jurisdiction, provided federal criminal law, including the UCMJ, has not defined an applicable offense for the misconduct committed.

5.6. Probable Cause/Reasonable Grounds. Apprehend any suspect, subject to the UCMJ, for whom there is probable cause to believe has committed a violation of the UCMJ. Base all apprehensions and detentions on probable cause. Probable cause to apprehend exists when there are reasonable grounds to believe that an offense has been or is being committed and that person to be apprehended committed or is committing it.” Reasonable grounds mean that there is reliable information that a reasonable, prudent person would rely on which makes it more likely than not that something is true. Reasonable grounds are also a logical and rational evaluation of the circumstances of an offense and of the suspect’s connection with the offense Security Forces members can establish reasonable grounds through one of the following:

5.6.1. The Security Forces member actually sees the person commit the crime.

5.6.2. The Security Forces member gets the description of a person or vehicle from another Security Forces member. For example, if the Security Forces controller directs that a particular person be apprehended or detained for assault on another person, the Security Forces member now has reasonable grounds.

5.6.3. The Security Forces member receives a statement by a reliable person. It is very hard to determine a person’s reliability. Security Forces members must use their judgment and/or past experience to determine the validity of this information. Be sure of sources before action is taken.

5.6.4. A superior in the Security Forces member’s chain of command orders an apprehension. Remember, all NCOs, petty officers and commissioned officers have the authority to apprehend anyone violating any section of the UCMJ.

5.6.5. Complainant or victim identifies the alleged perpetrator.

5.6.6. There exists a preponderance of evidence/circumstances to indicate a crime has been committed and/or certain individual(s) were responsible or involved.

5.7. Posse Comitatus Act. The Congress of the United States enacted this law in 1878 to restrict the use of the military to enforce civil law, Title 18, U.S.C., Section 1385. See also Title 10 U.S.C., Section 375.

5.7.1. This act prevents military personnel from executing the laws of the states or the laws of the United States except when acting under the authority of the US Constitution, an Act of Congress, and under the direction of the President of the United States. Posse Comitatus governs the use of military personnel only within the Continental United States (CONUS). The Act does not apply to National Guard personnel performing in Title 32 status under the command of a State governor.

5.7.2. This act does not prevent:

5.7.2.1. Military authorities from taking action on incidents involving civilians when such action involves a specific military purpose.

5.7.2.2. A military member acting in an unofficial capacity to make a citizen's arrest or to take other action to preserve the public peace.

5.7.2.3. Security Forces from using force to stop a fleeing felon or suspected felon for the purpose of aiding civilian law enforcement.

5.7.2.4. Actions in the performance of duties employed "off-duty" as a security guard or police officer (i.e. SF members with second jobs).

5.8. Deputization of Air Force Law Enforcement Personnel by State and Local Governments. The Secretary of the Air Force is the approval authority for the deputization by state and local governments of uniformed law enforcement personnel under the authority of the Air Force, including Security Forces, civilian police, and/or security guards.

5.8.1. If state or local deputization is needed, the senior installation law enforcement official will prepare the request. The request will be based on the justification guidelines established in DoDI 5525.13, *Limitation of Authority to Deputize DoD Uniformed Law Enforcement Personnel by State and Local Governments*, and will include:

5.8.1.1. The number of uniformed law enforcement personnel to be granted the authority and a certification that they have received the requisite training to affect the type of deputization.

5.8.1.2. The time frame envisioned for the authority to be exercised. Blanket time authorizations will not be considered.

5.8.1.3. The policies and procedures to prevent misuse of the authority to be employed by the requesting installation law enforcement official.

5.8.1.4. A copy of the proposed memorandum of understanding with the state or local jurisdiction that will carry out the deputization, to include the signature of the appropriate official representing that state or local jurisdiction.

5.8.2. Requests for approval will follow the appropriate chain of command to the Secretary of the Air Force for approval. As a minimum, requests will be coordinated through the following:

- 5.8.2.1. Installation Commander
- 5.8.2.2. MAJCOM A7S Director
- 5.8.2.3. HQ Air Force Security Forces Center
- 5.8.2.4. HAF/A7S Director of Security Forces
- 5.8.2.5. HAF/JA
- 5.8.2.6. SAF/GC
- 5.8.2.7. SAF/IG

5.8.3. The Secretary of the Air Force will consider the request and return a decision through appropriate channels.

5.9. Off-duty employment as civilian police officers. Off-duty Security Forces enlisted members may serve as members of a civilian police agency, either as a regular or reserve duty police officer provided such service is in their personal capabilities, does not require the exercise of military authority, and does not interfere with their military duties. Subject to the same restrictions, commissioned officers may engage in similar off-duty employment, provided they do not violate the “civil office” restriction found in 10 U.S.C § 973. The restriction provides that regular commissioned officers, and Guard, Reserve, or retired officers called to active duty for more than 270 days, may not accept off-duty employment as a federal, state, or local civilian law enforcement official in any position which qualifies as a “civil office”. Guidance on what constitutes a civil office within the meaning of 10 U.S.C § 973 is contained in AFI 51-902, *Political Activities by Members of the U.S. Air Force*. All off-duty employment of Security Forces personnel (officer and enlisted) is subject to approval of their commander and must be coordinated with the servicing legal office.

5.10. Support to the US Secret Service (USSS) and US Department of State (DOS). Refer requests for assistance from other federal agencies to AFOSI. When appropriately tasked to assist, Security Forces support the USSS in the protection of the President and Vice President of the United States, major political candidates, and visiting foreign heads of state. When assigned to such duty, Security Forces are subject to the overall supervision of the Director, USSS, or Director of Diplomatic Security, as appropriate. If working under the support of AFOSI for protective services, Security Forces work under the supervision of the AFOSI Protective Detail Leader.

5.11. Personal Liability. Military and civilian courts may review acts performed by military personnel for damages or in criminal proceedings.

5.12. Vehicle Operation. Each Chief of Security Forces must ensure Security Forces personnel understand and follow vehicle operation guidelines in this section and in the USAF Model Vehicle Operation Policy shown in [Attachment 2](#). Chiefs of Security Forces may modify this policy to reflect local laws or conditions. The primary concern in emergency driving situations is the protection and safety of all citizens. Do not endanger the public. Nuclear and chemical resource recovery operations are exempt from the provisions of this section.

Chapter 6

APPREHENSION, DETENTION, AND CUSTODY

6.1. Apprehension on Military Installations. As described in [Chapter 5](#), Security Forces may apprehend any person subject to the UCMJ if probable cause to believe that an offense has been or is being committed and that person to be apprehended committed or is committing it.

6.1.1. Installation Chiefs of Security Forces, with the advice of the installation Staff Judge Advocate, will establish local procedures for handling civilian offenders.

6.1.2. For minor offenses, release civilian offenders to their military sponsor. If they do not have a military sponsor, release them to a relative, friend or on their own recognizance.

6.1.3. The installation commander or appointed magistrate authorizes apprehensions in private dwellings on or off base. Use AF Form 3226, *Authority to Apprehend in a Private Dwelling*, to document this authority.

6.1.4. Release military personnel to their First Sergeant, commander, and/or the designated person acting on behalf of the First Sergeant or commander. The individual will be released to an individual who is an E-7/MSgt or above and is at least one grade higher than the individual being receipted for. **Exception:** Individuals of any enlisted rank may be released to a First Sergeant.

6.2. Off Installation Patrols. Security Forces performing patrol duties off the installation have the authority to apprehend military personnel.

6.2.1. Develop policies and procedures for patrol activity conducted off installation in consultation with local civilian law enforcement officials and Staff Judge Advocate.

6.2.1.1. **(Added-AFMC)** Security Forces commanders will develop written guidance for off-installation patrol activity, and coordinate it with the Staff Judge Advocate. The guidance should be shared with local, state, and federal law enforcement agencies who may encounter off-installation Security Forces patrols.

6.2.2. Overseas. The installation commander may authorize off installation patrols. Coordinate with the MAJCOM Staff Judge Advocate before authorizing off installation patrols. Security Forces maintain the authority to apprehend military personnel on or off the installation in an overseas environment in accordance with SOFA or host nation agreements. The authority to detain civilians on a US military installation varies in each host nation. Bilateral agreements and directives must specify such limitations.

6.3. Custody. Custody is the restraint of free movement. An apprehension occurs when a Security Forces member clearly notifies a suspect they are under apprehension. This notice should be given orally or in writing, but it may be implied by the circumstances. Once apprehended and in custody, the apprehending officer must control the movements of the offender. Protect the health and welfare of all apprehended suspects.

6.4. Searches. Immediately upon apprehending a suspect and for officer safety, conduct a search of the suspect for weapons or items of evidentiary value. This ensures the safety of the Security Forces member and the apprehended individual. The apprehending Security Forces person makes the decision to frisk (without handcuffs) or to search (handcuffed). Base this

decision on the situation at hand. The situation may also warrant a search of the area under the suspect's control. (See [Chapter 8](#) for detailed guidance on searches)

6.5. Rights Advisement. Advise suspects of their right against self-incrimination according to the UCMJ, Article 31, for active duty military personnel, or the US Constitution, Fifth Amendment, for civilian personnel. Use the AFVA 31-231, *Advisement of Rights*, for verbal advisement (usually on-scene), or the AF Form 1168, *Statement of Suspect/Witness/Complainant*, for written proof of rights advisement (usually prior to taking a written statement).

6.5.1. Suspects on verified active orders (i.e. active ANG personnel while on active status, and AFR personnel while serving in an active Individual Mobilization Augmentee position) will be advised of their rights according to the UCMJ, Article 31. **NOTE:** Contact local SJA when duty status is in question.

6.6. Use of Force. Comply with AFI 31-207, *Arming and Use of Force by Air Force Personnel*, during apprehension and detention of suspects. Always use the minimum force necessary when placing a suspect under apprehension. Use handcuffs, as an intermediate use of force, and firearms only when specifically trained in their use. In addition, Security Forces must strictly adhere to USAF standardized employment procedures.

6.6.1. Handcuffs. The courts consider handcuffing a use of force; therefore, Security Forces must carefully analyze each situation to ensure they use the minimum level of force to protect themselves and others from injury. During an apprehension, Security Forces may apply handcuffs to ensure control of the apprehended individual during detention and search, at the apprehension site, and during transport. When applying handcuffs, Security Forces use a reasonable level of force to achieve control of a resisting detainee. Inform non-resisting detainees of the handcuffing procedure and give them the opportunity to cooperate. Use handcuffs as a precaution against an apprehended person who may become uncooperative or violent, to prevent escape, or to ensure personal safety.

6.6.2. Non-Lethal Weapons. Non-lethal weapons are weapons or techniques that are designed and primarily employed to incapacitate personnel or materiel, while minimizing fatalities, permanent injury to personnel, and undesired damage to property and the environment. Non-lethal weapons provide a range of options to obtain subject compliance and achieve objectives short of employing deadly force. Unit Standard Operating Procedures (SOPs) and Tactics, Techniques and Procedures (TTPs) may require adjustment to enable employment of non-lethal weapons and new equipment for the success of specific missions.

6.6.2.1. The installation Chief of Security Forces will ensure that Security Forces members armed with the handgun, as a primary duty weapon will also carry at least one non-lethal weapon, consisting of the collapsible baton, OC pepper spray, electronic control device and/or any combination of these.

6.6.2.1.1. Refer to AFMAN 31-222, *Air Force Use of Force Manual*, for approved non-lethal weapon types and required training for each.

6.6.2.1.2. While overseas or deployed, comply with local SOFA and ROE mandated by the Installation commander.

6.6.2.2. Police Baton and Riot Baton. The installation Chief of Security Forces, with consent of the installation commander, determines the need to carry the police baton and riot baton. Use of the PR-24 police baton is not authorized.

6.6.3. Firearms. Security Forces routinely bear firearms in the performance of duties. AFI 31-207 contains specific criteria for their authorization and use. When responding to an actual incident where a member can reasonably expect to meet an armed adversary, respond with firearms ready. Security Forces members must base any decision to chamber a round of ammunition in a firearm that's not normally carried with a round chambered, or draw a pistol from the holster, on the circumstances being faced and the threat present. Use realistic and safe exercises to develop the sound judgment required in situations that may involve the use of deadly force. Supervisors and exercise participants must follow the safety considerations outlined in AFI 31-207.

6.7. Transporting Apprehended or Detained Persons. Search all persons in custody for weapons before placing them in a Security Forces vehicle and transporting them.

6.7.1. Vehicles must be searched prior to and following transport of persons in custody. Always use seatbelts.

6.7.2. When transporting a suspect, notify the control center of the departure time and destination arrival time (along with odometer readings) for inclusion in the desk blotter.

Chapter 7

SEARCH, SEIZURE, AND EVIDENCE

7.1. Search. A search is an examination of a person, property, or premise to uncover evidence of a crime or criminal intent (e.g., stolen goods, burglary tools, weapons, etc). Security Forces conduct searches of persons, property, or areas within jurisdictional limitations. Evidence obtained in an illegal search is inadmissible at a court-martial or other legal proceedings.

7.2. Probable Cause Search. Probable cause or reasonable belief for a search are circumstances that would lead a reasonable person to believe the person, property or evidence sought is located in the place or on the person to be searched.

7.2.1. The special court-martial convening authority at each installation may appoint a military magistrate to authorize probable-cause searches. Have the installation commander sign the appointment, and specify the installation over which the magistrate has authority. Security Forces will obtain the installation commander's (or appointed military magistrate's) permission to conduct a probable-cause search. Use AF Form 1176, *Authority to Search and Seize*, to document this action.

7.2.2. Most searches require probable cause (reasonable belief) or consent to be valid. There are unique situations where Security Forces do not need probable cause such as when entering certain controlled or restricted areas.

7.2.3. When justified, the manner and extent of the search are commensurate with the reason for the search.

7.2.4. Normally, Security Forces do not conduct a probable cause search based solely on the statement of one individual. However, if there are reasons why that individual is particularly trustworthy or reliable, the search authority may authorize a search. A search authorization request for such searches must detail why they are considering the person trustworthy or reliable.

7.3. Search Incident to Apprehension. A search incident to an apprehension can be conducted without obtaining search authority and may include the immediate area over which the apprehended person exercises control. When conducting a search incident to an apprehension, it should be conducted immediately.

7.4. Search with Consent. Security Forces may conduct a search based on consent of the individual to search. If a person consents to a search of his or her property or person, Security Forces do not need separate search authority. When obtaining consent to search, the individual giving consent must give it freely and voluntarily. The law does not require the advisement of Article 31 or Fifth Amendment rights to persons who voluntarily give permission for a search.

7.4.1. Consent may be obtained orally or in writing. Use AF Form 1364, *Consent for Search and Seizure*, to obtain written consent to search.

7.4.2. The law may require rights advisement before, during, or after requesting or receiving consent to a search, depending upon if and when the individual becomes a "suspect" and the particular investigative circumstances.

7.5. Search of and by the Opposite Sex. When searching members of the opposite sex or premises occupied by members of the opposite sex is sensitive, take certain precautions and carefully consider actions and use common sense.

7.5.1. A search may be conducted of outer garments (e.g., jackets, coats, etc.) and hand carried items of a member of the opposite sex.

7.5.2. Regardless of the sex of the person being searched, conduct frisks in the same manner. Security Forces or other military persons of the same sex conduct the frisk unless an urgent safety or security need exists. Two Security Forces must be present to witness a frisk conducted by the opposite sex.

7.5.3. A search may be conducted of premises exclusively occupied by members of the opposite sex. However, Security Forces or military personnel of the same sex as the occupants of the premises should be present during the search.

7.5.4. Do not conduct body searches of personnel of the opposite sex. If such searches are necessary, Security Forces or other military persons of the same sex as the person searched will conduct the search.

7.6. Personnel Searches. There are four types of personnel searches used within the Air Force. In each case, the situation determines the type of search.

7.6.1. Standing. Use the standing search primarily for suspects who do not appear dangerous or violent.

7.6.2. Kneeling. Use the kneeling search when the suspect is a potential physical threat; when a standing search would not be effective because the suspect is significantly larger than the SF member; or if a suspect appears impaired and a standing search could jeopardize their safety.

7.6.3. Prone. Use the prone search when a suspect is aggressive or so physically or mentally impaired that the standing or kneeling search could cause injury to the suspect. This search is ideal for multiple apprehensions and is the primary search used during "high risk" operations.

7.6.4. Complete. Use the complete search, also known as the "strip search," only when placing a person into confinement or when ordered by appropriate authority. Health care providers should supervise complete searches.

7.7. Off-Installation Searches. Comply with local, state, and federal law if an off-installation search of a person subject to the UCMJ or their property is necessary.

7.7.1. The installation commander approves any requests for such searches.

7.7.2. Seek the advice of the installation Staff Judge Advocate.

7.8. Searches Outside the United States, US Commonwealths, and US Territories. Authority for conducting search and seizure operations outside US federal jurisdiction varies according to geographic locations and US and host nation agreements. Consult with the local Staff Judge Advocate.

7.9. Searches Conducted by Foreign Nationals. Command may not delegate the general authority to order or to conduct searches to a foreign national. When making a lawful

apprehension, host-nation contract Security Forces may search the suspect's person, clothing worn, and the property in the suspect's immediate possession. Host nation contract Security Forces may also search a motor vehicle that a suspect was operating or riding in as a passenger. Host-nation law or US and host-nation agreements govern other restrictions or authorizations.

7.10. Entry Point Inspections and Searches. Installation commanders may order Security Forces to inspect all or a percentage of motor vehicles entering or leaving their installation (per AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*). They may also authorize searches of specific motor vehicles in the same manner as premise searches.

7.11. Preserving Evidence. Preserve all evidence found on a person or at the scene of an offense for use at future judicial proceedings. Maintain the chain of custody.

7.11.1. Record all circumstances surrounding the discovery of evidence (e.g., location of the discovery, date and time, witnesses present, etc). These notes provide facts for an incident report. Additionally, Security Forces may use these notes to testify in court. As a minimum, file a copy of the notes with the incident report. Retain original notes.

7.11.2. Place initials, date and time on all evidence for later identification. Use care not to destroy the evidentiary value of the item through the careless marking of the item. Use envelopes, boxes, plastic bags, etc., to collect evidence. Exercise sound judgment to avoid damaging a valuable stolen item, which may eventually be returned to its owner.

7.11.3. Security Forces units must maintain the capability to store evidence. See AFI 31-206 for evidence storage guidelines.

7.11.4. Maintain a complete "chain of custody" accounting of all personnel who handle evidence. Use AF Form 52, *Evidence Tag*, to preserve the chain of custody. In addition to the discovery location, mark the date, time, and initials of the Security Forces person who discovered the evidence. Make sure this form contains a complete description of the evidence and the signature of each person handling the evidence. Annotate the presence of any witnesses.

7.11.5. Return all evidence items to their rightful owners upon final disposition of a case. Coordinate all releases of evidence with the Staff Judge Advocate.

Chapter 8

NATIONAL LAW ENFORCEMENT TERMINAL SYSTEM (NLETS) AND NATIONAL CRIME INFORMATION CENTER (NCIC)

8.1. Program Definition. National Law Enforcement Terminal System (NLETS) and National Crime Information Center (NCIC) are access systems to computerized civilian law enforcement data. They allow the prompt exchange of law enforcement information between Security Forces and other law enforcement officials.

8.2. Program Responsibilities. The following agencies and personnel are responsible for various aspects of the NLETS/NCIC program:

8.2.1. HQ AFOSI is the US Air Force executive agency for National Crime Information Center (NCIC) matters.

8.2.2. MAJCOMs ensure US Air Force installations in the same state share systems, if practical, and fund system acquisition, installation, and support.

8.2.3. The installation Chief of Security Forces establishes the need for an NLETS/NCIC terminal(s).

8.3. Acquiring and Installing NLETS/NCIC. Before acquiring and installing an NLETS/NCIC at a base, the installation Chief of Security Forces:

8.3.1. Contacts the host state system administrator and coordinates action required to become part of the state's system through a dedicated terminal.

8.3.2. Determines the initial cost, to include procurement of power conditioning and continuation interfacing equipment (PCCIE).

8.3.3. Determines recurring costs of terminal equipment.

8.3.4. Receives PCCIE guidance from the base civil engineer.

8.3.5. Coordinates local funding for servicing equipment with base agencies.

8.3.6. Coordinates with the base contracting officer to develop a service agreement.

8.3.7. Determines facility protection and environmental requirements to satisfy state requirements for terminal installation.

8.3.8. Coordinates with the base civil engineer with the necessary building repairs or modification requirements to accommodate NLETS/NCIC.

8.3.9. Coordinates with the base communications squadron to ensure necessary equipment and capabilities exist.

8.4. Training. The installation Chief of Security Forces:

8.4.1. Coordinates and establishes training requirements for local operators with the state terminal authorities.

8.4.2. Ensures the training meets state and Federal Bureau of Investigation (FBI) requirements.

8.4.3. Ensures training of selected persons in terminal operation.

8.4.4. Ensures only trained and qualified persons operate the terminal.

8.4.5. Ensures proper documentation of training records.

8.5. Providing System Protection. Restrict access to data to official use only. Users and serviced agencies follow the state and NCIC guidance on policies, procedures, formats, and codes required for entering records into the system. Users of the system can include but are not limited to SF members, AF Civilian Police/AF Security Guards, and/or Security Contract Guard personnel requiring an official need of the information.

8.6. Criminal History Data. Computerized Criminal History (CCH) and the National Crime Information Center (NCIC) Interstate Identification Index (III) are federal systems of records and controlled under the Privacy Act of 1974. Grant access to this data for valid law enforcement purposes on a case-by-case basis.

8.6.1. The installation Chief of Security Forces may authorize access to CCH and III on a case-by-case basis. Other than AFOSI, requests from outside the SF unit must be in writing, include the reason for the request, and be approved by the installation Chief of Security Forces. Disclose data according to AFI 33-332, *Privacy Act Program*. Terminate operator access privileges for misuse of terminals.

8.6.1.1. It is recommended the installation Chief of Security Forces authorize NCIC III checks for all visitors entering the installation.

8.6.1.1.1. Although this is not a background check, it will provide feedback on whether the person is wanted by any federal agency, to include the national Terrorist Screening Center.

8.6.1.1.2. If NCIC III is not used to screen all visitors, the installation Chief of Security Forces should implement a policy so that the screening is done based on set, non-discriminatory criteria, similar to Installation Entry Point Checks.

8.6.2. Prohibit obtaining the CCH or NCIC III data from other sources except as authorized by the installation Chief of Security Forces.

8.6.3. Keep all requests for CCH or NCIC III check data from outside the SF unit on file for validation purposes. If validation records do not correspond with access-approval files, conduct an inquiry to resolve the difference.

8.6.4. A name/descriptor CCH or NCIC III may be used to screen contractors for work on an installation. Installation Chiefs of Security Forces must coordinate with their local state NCIC access providers for final permission to conduct such checks. When doing so, the following rules apply:

8.6.4.1. Accomplish a fingerprint card and submit to the Federal Bureau of Investigation.

8.6.4.2. Maintain documentation for two years at which time destruction of information is appropriate.

8.6.4.3. Costs of background checks are borne by the organization contracting the service.

8.7. Validation System and Records Maintenance. Validate all entries into NCIC III, or State Terminal System (STS). The FBI or STS sends records that require validation to the installation Chief of Security Forces. The installation Chief of Security Forces establishes a validation system that includes:

8.7.1. Security Forces Desk Blotter (AF Form 53) entry or an Incident Report (AF Form 3545A) that reflects a complaint and is prepared by the installation where the offense occurred, serving as source documents for entries.

8.7.2. Use a folder for NLETS or NCIC-directed validation documents from each agency receiving or using NLETS or NCIC service to maintain a list of all system entries.

8.7.3. The installation Chief of Security Forces must select a terminal agency coordinator (TAC) to supervise, train on, and control terminal operations. The TAC uses available documentation to validate entries into the system.

8.8. Agencies Receiving NLETS/NCIC Service. Agencies receiving NLETS/NCIC service follow the written requirements and responsibilities provided by the terminal-owning agency. Written requirements include training, physical protection, and validations.

Chapter 9

HIGH RISK SITUATIONS

9.1. Air Force Philosophy. Installation commanders have the authority and responsibility to maintain law and order on their installations. In some situations, such as an active shooter, Security Forces must take immediate action to neutralize the threat. In other situations, such as a barricaded suspect, the best means of preventing loss of life and property may be to use available resources to contain the situation until the situation can be resolved. As needed, develop memoranda of agreement with local, state, federal agencies, and, for overseas installations, host nation agencies, to be able to call for outside assistance when necessary.

9.2. Duties and Responsibilities. Resolution of high-risk incidents on federal property involves many agencies and personnel. Installation plans should identify the role of key base agencies. Plans must address the use of Security Forces to isolate, contain, and neutralize a terrorist, active shooter, or hostage incident, with or without assistance. Contingency plans should address the use of installation Security Forces, other military forces, and civilian and host nation resources. Installations on foreign soil should coordinate plans with host nation and the State Department (normally the Regional Security Officer of the US Embassy). In overseas situations, the status of forces or other agreements and understandings may determine the use of host nation resources instead of US forces.

9.2.1. Secretary of the Air Force Public Affairs. The SAF/PA provides public affairs guidance and authorizes local responses to news media inquiries for high-risk situations.

9.2.2. HAF. HAF/A7S and SAF/IGX develop policies and procedures for high-risk situations.

9.2.3. Installation Commanders:

9.2.3.1. Prepare contingency plans and provide for initial and immediate response to any incident occurring on the installation, including a capability to counter high-risk situations on their installations.

9.2.3.2. Organize, train, and equip base units to implement the plans.

9.2.3.3. Maintain responsibility for high-risk situations until appropriate authority directs otherwise.

9.2.3.4. Determine the need for hostage negotiators and emergency service teams (EST). If deciding to establish and train Security Forces to perform in these roles, commanders must seek specialized training from the FBI, local law enforcement agencies, or other Services. (See [Chapter 11](#))

9.2.3.5. Determine the response time based on the local threat.

9.2.3.6. Take immediate action to prevent loss of life (i.e. active shooter situation), to protect property and personnel, and restore order, if necessary before the appropriate civilian response force arrives. If the civilian authorities decline jurisdiction, the Air Force will act to resolve the incident. Refer to AFMAN 31-201, Volume 4, *High-Risk Response*, for additional information.

9.2.4. The installation Chief of Security Forces is the primary advisor to the installation commander on hostage negotiations and EST employment.

9.2.5. AFOSI Detachment. AFOSI is the lead Air Force agency responsible for criminal investigations on Air Force installations. The servicing AFOSI detachment is the Air Force liaison with all federal agencies on criminal investigations and will maintain close coordination with civil authorities to exchange information that could indicate a threat to individuals or property on a military installation. AFOSI also provides investigative support within its capabilities when needed.

9.2.6. Local Law Enforcement. The role of state and local law enforcement agencies can be much more complicated. Each installation establishes unique alliances in the form of jurisdictional agreements. Commanders, Staff Judge Advocates, and Chiefs of Security Forces must become familiar with these local arrangements and comply with the negotiated policing protocols.

9.3. Lead Agency Concept. Public Law 93-366 and several National Security Directives outline the management of US Government response to high-risk incidents on federal property or terrorist incidents against US citizens, facilities, and/or interests. These publications identify a lead agency for coordinating US Government actions to resolve both terrorist and high-risk incidents. Specifically, lead agency designations include:

9.3.1. The Department of State (DOS). The Department of State is the lead agency for U.S. government efforts to combat terrorism through use of “soft power” (diplomacy/foreign aid-related) overseas.

9.3.2. The Department of Homeland Security (DHS). DHS is the principal Federal Department for domestic crisis management. Pursuant to the Homeland Security Act of 2002, the Secretary of Homeland Security is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies.

9.3.3. The Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). DOJ is the lead agency for threats or acts of terrorism overseas and domestically. The Department of Justice assigns lead responsibility for operational response to the FBI.

9.3.3.1. Within the operational response role, the FBI operates as the on-scene manager for the Federal Government. It is FBI policy that crisis management will involve only those Federal agencies requested by the FBI to provide expert guidance and/or assistance, as described in PDD-39, Domestic Deployment Guidelines (classified), and the FBI Weapon of Mass Destruction Incident Contingency Plan.

9.3.3.2. The FBI is the lead US Government agency for investigating criminal acts committed against US Government offices and employees on US Government reservations, including military installations, or against US Government property. In addition, the FBI is the lead agency for investigation and prosecution of individuals alleged to have violated the Omnibus Diplomatic Security and Antiterrorism Act of 1986 by committing prohibited acts against Americans abroad. Thus, it is the FBI's responsibility to investigate incidents the installation commander declares "terrorist" in nature. AFOSI remains the Air Force liaison with the FBI and should be notified any time assistance from the FBI may be required.

9.3.4. The Federal Emergency Management Agency (FEMA). FEMA is the lead agency for consequence management within U.S. territory. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the Federal response. It is FEMA policy to use Federal Response Plan structures to coordinate all Federal assistance to state and local governments for consequence management.

9.3.5. The Transportation Security Administration (TSA). The TSA is the lead agency for international terrorist incidents involving aircraft in flight. The TSA has exclusive responsibility for the direction of law enforcement activity during a hijacking involving in-flight aircraft within the US. The FBI has jurisdiction when the aircraft is not in flight. In this case, "flight" begins when support personnel close and secure the aircraft door, and the aircraft is no longer dependent on ground service. TSA has the lead for aircraft piracy within all the airspace in the United States and its territories. If the hijacking occurs overseas, the host nation, in conjunction with the DOS and DoD, manages intervention.

9.4. Off-Installation Incidents. The FBI is the lead federal agency for terrorist incidents occurring off the military installation in the US. AFOSI maintains liaison with the FBI on terrorist incidents occurring off military installations that may impact Air Force operations. DoD Directive 5525.5, *DoD Cooperation with Civilian Law Enforcement Officials*, greatly restricts the use of military forces to enforce civil laws within the territory of the US.

9.4.1. National Defense Area (NDA). The installation commander is ultimately responsible for the protection of military equipment, property, information, or personnel in the US and its territories. If they are at risk, off an installation, the installation commander may declare a National Defense Area to contain and secure the federal government resources.

9.4.2. The Air Force may need to establish an NDA in such situations as when:

9.4.2.1. Aircraft divert to civilian airports.

9.4.2.2. An aircraft carrying nuclear weapons makes an emergency landing.

9.4.2.3. It is necessary to temporarily stop the movement of an off-base nuclear weapons convoy.

9.4.2.4. An aircraft crashes.

9.4.2.5. Any other unplanned emergency occurs pertaining to military personnel or assets.

Chapter 10

EMERGENCY SERVICE TEAMS (EST)

10.1. Requirements for EST. The formation of emergency service teams is an optional program established at the discretion of the installation commander. The basic unit is a four-person Security Forces team acting as a single tactical team or in conjunction with other teams during high-risk operations. These include, but are not limited to, anti-sniper actions, barricaded suspect neutralization, hostage rescue/negotiations, counterterrorist tactics, and special event operations. The basic premise for the use of EST is that of a tactical team of highly motivated and well-conditioned Security Forces. Specially trained and equipped to function as a team, EST is more effectively and safely employed than a larger group of Security Forces members. The USAF's primary objective in dealing with high-risk situations is to prevent or minimize the loss of life or property by response, containment, negotiation, and yielding to the expertise and unique training of civilian authorities like the FBI and TSA when possible.

10.2. Goals. Generally, the goals of any high-risk situation requiring EST employment should include the release of hostages unharmed, protection of bystanders, prevention of injury to responding forces, apprehension of suspects unharmed, and restoration of normal operations. Tasks associated with initial response include crisis point and location identification, site isolation, evacuation of nonessential personnel, establishment of an inner perimeter, and conducting a reconnaissance and intelligence gathering mission.

10.3. Capability. Each installation should have the ability to contain potential hostage, sniper, barricaded suspect situations, and acts of terrorism, and to provide a standby force to support special events. If an installation commander desires a pre-selected and highly trained team, assignment to these teams should be voluntary as units receive no additional manpower for this activity. The volunteer nature of their members often determines the effectiveness and success of specialized teams. While designed as stand-alone teams, ESTs must remain capable of teaming up with other teams and elements as situations warrant. Team positions include:

10.3.1. Team Leader. Responsible for primary direction of the operations and team control during deployment.

10.3.2. Marksman. Provides selected firepower at an individual or location. For obvious reasons, this member should possess the sharpest shooting skills and highest level of concentration.

10.3.3. Point Member. Guides the team's movement during search and clear operations. Acts as the reconnaissance component within the search element. Select a quick thinking individual who can maintain composure under stressful conditions.

10.3.4. Defense Member. Provides close protection for the team during movement and deployment.

10.4. Assignment. Units with an EST should ensure that team training is a top priority. Lessons learned from high-risk situations such as campus and workplace shootings and hostage situations show that serious threats can strike without warning. If feasible, CSFs should consider consolidating EST members on a similar daily working element, to promote teamwork and

camaraderie. The more time members spend together, the more effective they will become as an EST.

10.5. Emergency Medical Skills. Planning for a high-risk or tactical mission should include medical care. Units establishing an EST should also establish a tactical emergency medical support program.

10.6. Intelligence. Tactical operations and intelligence are interdependent. Develop and nurture the capacity to gather tactical intelligence. Seek assistance and planning support from the local AFOSI.

10.7. Interagency Cooperation. Meet regularly with counterparts from other federal agencies. Conduct meetings at least annually with federal special operations leaders and command personnel (BATF, FBI, US Marshals Service, and US Customs) to discuss tactical analysis and contemporary procedures. Emphasize the necessity for interagency cooperation and training. Periodically include guest speakers from civilian law enforcement teams so attendees can share their experience and expertise.

10.8. Employment. Employ the EST as required to resolve situations where loss of life appears imminent. Other considerations include:

10.8.1. The installation maintains functional control of emergency service teams. The installation commander or designated representative directs the decision to assault.

10.8.2. Don't use specialized teams in conjunction with civil disturbances and protest demonstrations, unless intelligence indicates the potential for violence.

10.8.3. Consider using the EST during open house functions. Keep the EST out of sight until actually deployed.

10.9. Uniforms and Equipment. Procure the basic equipment authorized for EST through supply channels. For standardization, the battle dress uniform (BDU) or Airman's Battle Uniform (ABU) is the accepted uniform. Use approved equipment listed in TA 538.

10.10. Crisis Negotiation Team (CNT). The principal method to resolve crisis situations is through negotiation by the CNT. Hostage negotiation is not necessarily a Security Forces-unique responsibility, but the CNT may include trained Security Forces. Seek local training for negotiators.

10.10.1. EST Relationship with the CNT. EST members do not participate in or influence negotiations. They may, however, pass information to the CNT regarding the hostage taker. When an EST is deployed, the CNT may assist by creating a diversion.

10.10.2. Nonnegotiable Demands. Nonnegotiable demands include:

10.10.2.1. Access or continued access to a nuclear weapon.

10.10.2.2. Release of inmates.

10.10.2.3. Weapons, ammunition, or explosives.

10.10.2.4. Absolute promises of amnesty.

10.10.2.5. Security Forces or AFOSI radios.

10.10.2.6. Tactically significant information.

10.10.2.7. The exchange of Security Forces, AFOSI, other law enforcement persons, or high-ranking officials for hostages. Because of the dangers involved, avoid the exchange of any hostages.

10.10.2.8. Alcohol, narcotics, or other drugs are nonnegotiable unless the demand is reasonable or for the health of an injured or sick hostage.

10.11. Planning Considerations. Preplanning and coordination with other base agencies are important to successful resolutions to situations. Preplanning actions include:

10.11.1. Acquisition of base maps and high-risk structure floor plans.

10.11.2. Coordination with AFOSI for technical surveillance and other services.

10.11.3. Coordination with local FBI and law enforcement for special services.

10.11.4. Coordination with base communications personnel for equipment.

10.11.5. Coordination with the base civil engineer and civilian utility companies for control of utilities.

10.12. Initial EST Training. Installation commanders choosing to establish an EST must seek initial training and certification for all team members. The Army's Special Reaction Team Course, described below, is an excellent source for initial EST training either in residence or through a Mobile Training Team (MTT). Installation commanders may also seek this type of specialized training from the FBI or from local law enforcement.

10.12.1. US Army Course. The Army's two-week Special Reaction Team (SRT) Course, 7H-F17/830-F12 (Education & Training Course Announcement (ETCA) # L5AZA3P071 0S2A), is offered numerous times annually at Ft Leonard Wood, Missouri. This course provides excellent training for teams designed to handle high-risk situations. Topics range from building entry and tactics to firearms training, trauma aid, operational planning, and physical conditioning. If units decide to use this course to train their emergency service teams, they must comply with Army fitness standards and provide funding for attendance by team members. The Army also teaches this course through the use of a MTT that travels to installations requesting such services. This may be the best option as these MTTs emphasize training designed specifically for the host installation. The installation provides all funding.

10.12.2. Sustainment. The sophistication and perishable nature of EST skills require intense sustainment training. ETCA offers an SRT follow up course identified previously. This course ETCA #L5AZA3P071 0S4A, instructs SRT tactics and special threat operations to include combating terrorism, hostage situation management, instinctive firearms training, surveillance and intelligence reporting, incident preplanning and independent select weapon firing. In summation, following a basic training and certification program, each EST should train regularly to remain proficient. Suggested training topics include:

10.12.2.1. Integration of hostage negotiations and EMS.

10.12.2.2. Forward observer training--observation and recording skills; establishment of a command and control mechanism for forward observer/marksman; marksmanship skills.

10.12.2.3. Intelligence operations to include management, analysis, and intelligence support of tactical operations.

10.12.2.4. Performance-oriented team leader/member skills.

10.12.2.5. Physical fitness.

10.12.2.6. Individual and small group training activities, to include periodic exercises to hone and evaluate preparedness.

10.13. Military Working Dog (MWD) Team Use. MWD teams are best employed inside the inner perimeter providing overwatch to avenues of escape. If a suspect attempts to flee, the dog should be used as minimum force to affect apprehension. Only use MWDs with an EST entry team if they have practiced beforehand and the dog is familiar with and tolerable of all team members. Dog teams can interfere with EST tactics, creating hazards. Evaluate the risks associated with use of MWDs on an assault when there are hostages or multiple subjects. If risks are greater than the benefit, do not use MWD teams. If an MWD team is used with the entry team, the entry team will enter first and secure the immediate area prior to MWD team entry. In this situation, the MWD handler should be EST trained and must remain to the rear of the entry team.

10.14. Reporting Requirements. Initially report all incidents through OPREP-3 reporting channels (See AFI 10-601). After the incident, the installation Chief of Security Forces provides a Security Forces Lessons Learned report, IAW [Chapter 13](#), on any actual employment of EST.

Chapter 11

CRIME PREVENTION

11.1. Definition. Crime prevention is a pattern of attitudes and behaviors directed both at reducing the threat of crime and enhancing the sense of safety and security to improve the quality of life in our society and help develop environments where crime cannot flourish.

11.1.1. The Air Force Vision. The goal of the Air Force crime prevention program is to eliminate or minimize the opportunity and desire to engage in criminal activities. Prevention and elimination of crime are quality of life issues.

11.1.2. Crime prevention is more than a single focus, law enforcement effort. Effective crime prevention requires interaction among commanders, staff, officers, NCOs, Airmen, civilian employees, and dependents.

11.2. Objectives. To have an effective program, clearly describe and widely publicize crime prevention objectives, which include:

11.2.1. Upgrade the protection of personnel and property by educating people to recognize and avoid situations in which they are likely to end up the victim of an assault or robbery. Encourage the installation to invest in better locks; stress the need for consistent use of existing locks and safeguards.

11.2.2. Increase surveillance by encouraging residents and workers to challenge unidentified individuals in dormitory, housing, and work areas; establish neighborhood watch programs; encourage permanent marking of property.

11.2.3. Achieve maximum involvement of the Air Force community and Security Forces in crime prevention activities.

11.2.4. Crime prevention is everyone's responsibility. All members of the base community must be convinced of the need to protect themselves, their neighborhoods, and work areas by supporting crime prevention goals.

11.3. Connection to Integrated Defense. The Air Force Crime Prevention Program, by design, complements and works with AFI 31-101, *Integrated Base Defense*. Achieve the goals of both programs through active participation of the total Air Force community.

11.4. Role of Security Forces. The role of Security Forces, though pivotal to crime prevention, is that of an educational, technical, and supportive resource--an "enabler or catalyst" rather than a "doer." The primary role of Security Forces law enforcement is that of installation entry control, preventive patrol, armed response, detection, and investigative services. Security Forces also provide equally important technical services such as physical security and resources protection. Security Forces must achieve and maintain proficiency in prevention and resource protection programs.

11.4.1. Program Manager. The Crime Prevention Program is a function of Police Services in the S5 branch. The installation Chief of Security Forces selects an individual to manage resource protection and crime prevention functions. Installation Chief of Security Forces focuses resources based on the installation's requirements. The NCOIC, Police Services

Branch, should attend course WCIP07A- *Resource Protection/Crime Prevention Theory, Practice and Management*, PDS Code 1F2.

11.4.2. Considerations. Personnel selected for these positions should have top oral and written communication skills, have the flexibility to work with both young and mature groups, and be willing to work varied hours. Crime prevention specialists keep direct communication with law enforcement shifts, investigations, and reports and analysis, and should have access to operations and command leadership.

11.4.3. Program Responsibilities. The following is a list of the types of crime prevention services the crime prevention program manager may choose to provide for the installation:

11.4.3.1. Establish installation-wide crime prevention programs. This would include assessing needs, identifying problems, establishing objectives, coordinating training, and managing program implementation. It further includes providing continuing analysis, program revision, and community-wide crime prevention consultation services.

11.4.3.2. Use crime statistics to examine crime patterns. Use analyzed data to determine strategies for employment of crime-risk management, as well short- and long-term crime prevention to fight local crime problems.

11.4.3.3. Provide crime trend data to unit commanders, law enforcement, and other interested base agencies. Security Forces use this information to determine selective enforcement techniques and element-level crime prevention techniques.

11.4.3.4. Develop and implement a media campaign to publicize the base crime prevention program, prevailing crime problems, and effective measures to counter these problems.

11.4.3.5. Conduct speaking engagements to promote crime prevention goals. Use Commander's Calls, First Sergeant briefs, social activities, youth gatherings, spouses' club meetings, school visitations, etc.

11.4.3.6. Participate in community projects that foster joint police and community efforts; for example, Operation Identification, neighborhood watch, crime stop, and crime hazard reporting. Determine the effectiveness of each program.

11.4.3.7. Conduct citizen awareness programs that educate the military community on the crime risks they face. Emphasize specific problems and precautions to protect themselves and their property.

11.4.3.8. Provide crime prevention statistics, rates and trend analysis to members of the Installation Defense Council (IDC). Implement programs identified by the IDC.

11.4.3.9. Assist in formulating youth activity programs and selecting volunteers to act as youth leaders and advisors in youth programs.

11.4.3.10. Conduct on-base residential, dormitory, and work area crime prevention surveys for occupants and organizations.

11.4.3.11. Request and distribute crime prevention literature and forms to promote crime prevention programs.

11.4.3.12. Maintain close liaison with civilian organizations and authorities on crime prevention programs. Where possible, set up joint programs to promote military and civilian community involvement and combat mutual crime problems. Participate in local, state, and federal crime prevention activities that benefit the military community.

11.4.3.13. Encourage unit commanders to establish crime prevention programs within their unit and suggest they designate a focal point to coordinate program activities within the unit.

11.5. Basic Crime Prevention Programs. As a primary source of information on crime patterns, Security Forces should provide guidance to the community on prevailing kinds of crime and the specific mode of operation used by criminals. Each base has its own unique community environment and crime prevention needs. Some successful programs help prevent the most prevalent types of crime occurring on Air Force bases, including:

11.5.1. Operation Crime Stop. An essential element of crime prevention is the prompt and accurate reporting of imminent crime situations or criminal acts. Some people will report their observations to police only when they know they can remain anonymous. Operation Crime Stop helps overcome reluctance to become involved with Security Forces by providing a single telephone line for crime reporting while allowing witnesses to remain anonymous. Crime Stop provides a safe way to report suspected or actual crimes anonymously. Anonymous crime reports can include school crimes, such as persistent bullying, domestic violence, suspicious activity, threatening acts or behavior, possession of weapons and or the use or sale of illegal drugs

11.5.1.1. Units may install a dedicated Crime Stop telephone at the law enforcement desk, capable of receiving calls from both on and off base, with a single number dedicated to Crime Stop reporting. Advertise the purpose of the dedicated line and the ability to remain anonymous. Distribute Crime Stop reporting materials to other unit personnel and encourage their support of the program. Bases having access to either 911 or Enhanced 911 (E911 provides automatic caller ID) Emergency Reporting Systems may elect to use that system instead.

11.5.1.2. Log each Crime Stop call on an AF Form 53, *Security Forces Desk Blotter*. Begin each entry with "Crime Stop" to aid in statistical retrieval.

11.5.2. Operation Identification. The Operation Identification program, referred to by the logo "OPID", is a crime resistance technique which individuals use to deter burglaries and larcenies. It also provides investigative leads that increase the chances of solving crimes.

11.5.2.1. OPID encourages owners of high value or pilferable property to permanently mark their property with an identifying number. This gives a way to identify the property and to establish ownership. Use the Service prefix "AF-" followed by the owner's last name, plus last 4 digits of his/her social security number. Photograph property not easily marked like rings, watches, silverware, etc.

11.5.2.2. Mark the property by engraving, etching, or by using fluorescent marking devices. Security Forces should maintain one or more electric engravers or other marking devices at the law enforcement desk for checkout by interested personnel.

11.5.3. Crime Hazard Identification Program. One goal of crime prevention is to identify, report, and eliminate as many crime hazards as possible, and thus reduce the opportunity for crime.

11.5.3.1. Security Forces and base-level crime prevention program managers may solicit and issue Crime Hazard Reports to commanders and agency chiefs for corrective actions.

11.5.3.2. Crime Hazard Reminder. Security Forces should leave crime hazard reminders when they discover insecure vehicles, office areas, equipment, or unattended property.

11.5.4. Citizen Awareness Program. The thrust of this program is to educate the base community on crime prevention. Base newspapers and other media are good ways to get the word out on typical crimes, victims, and offenders. Additionally, the installation crime prevention program manager may brief all newly assigned personnel on the local crime program, with an emphasis on precautions to avoid becoming victims of crime.

11.5.5. Military Working Dogs. MWDs are great deterrents to crime. Articles in the local news media announcing their presence and capabilities serve to increase public awareness and acceptance. Use caution when publishing precise details to avoid revealing law enforcement tactics or placing a handler and dog at risk for retaliation.

11.5.6. Selective Enforcement. Selective enforcement focuses Security Forces manpower on local crime and incident problems. It is based on accurate analysis of the time, place, type, and frequency of incidents or violations. The crime prevention program manager tabulates information from complaints, and reports of offenses and vehicle accidents.

11.5.6.1. A good analysis of this information will show the underlying conditions or behaviors that need to be corrected. In many instances, selective assignment of Security Forces may be an effective solution. Crime prevention program managers provide their analysis to the operations flight leadership for patrol activity consideration.

11.5.6.2. Before applying selective enforcement to correct a traffic problem, the analysis should consider whether other solutions would be more effective. For example, analysis may show that the best way to cut accidents at a particular intersection is to trim shrubbery, install a larger stop sign, or repaint the pavement markings. Repeated reports of speeding may require speed enforcement, along with the deterrence of a marked Security Forces vehicle.

11.5.7. Physical Protection Surveys. Security Forces units may establish a program to offer physical protection surveys to residents of base housing, dormitories, and to supervisors of activities not normally inspected or surveyed under the resource protection program. These surveys educate personnel about how to protect themselves and their property. The survey is a critical analysis of the physical protection of the facility. Coordinate surveys with AFOSI when done as part of the antiterrorism or Force Protection program. When feasible, the crime prevention program manager should consider using help from law enforcement specialists who normally patrol the area.

11.6. Situational Crime Prevention. Other sources of crime prevention information include:

11.6.1. The Crime Prevention Coalition of America (CPCA). The CPCA is a nonpartisan group of national, state, and federal organizations united to promote citizen action to prevent crime. The USAF is one of the original members of this broad-based, interdisciplinary group

whose members represent youth development organizations, municipalities, health care providers, law enforcement, and federal and state organizations, to name a few.

11.6.2. National Crime Prevention Council (NCPC). The NCPC is a nonprofit organization that acts as an advocate for crime prevention policies and programs throughout the nation. Its mission is to enable people to prevent crime and build safer communities. The National Citizens' Crime Prevention Campaign is symbolized by the crime dog, McGruff, and the "Take a Bite Out of Crime" slogan. NCPC manages the day-to-day activities of the public service advertising campaign by providing the following services to coalition members:

11.6.2.1. Develops materials, including posters, brochures, and books that help teach crime prevention skills to citizens of all ages.

11.6.2.2. Provides information, referral services, and technical assistance to people trying to enhance a crime prevention effort.

11.6.2.3. Conducts training in crime prevention skills and techniques.

11.6.2.4. Establishes demonstration programs and practical research to find the most effective ways to prevent crime.

11.6.3. NCPC granted authorization to the USAF to reproduce NCPC-copyrighted material. Security Forces may adopt elements of the national program to meet local needs. For further information, contact the National Crime Prevention Council, 2345 Crystal Drive, Suite 500, Arlington, VA, 22202, www.ncpc.org.

Chapter 12

SECURITY FORCES LESSONS LEARNED

12.1. Purpose. The Security Forces After Action Report is a living document striving to capture the experiences of significant events in the Security Forces career field. Its purpose is to educate and train our forces. Training and operations planners and leaders at every level can use the examples to focus and guide programs. Commanders and operations staffs can review them with an eye toward local procedural policy, both written and unwritten. Leaders can use them for motivation and training. Most importantly, Security Forces performing front line duty can look inward and reflect on their actions in situations they may potentially face.

12.2. Types of Reports. After Action Reports focus on the worker-level to allow quick application for exercises and operations.

12.2.1. Lesson Learned. The Lesson Learned is the most common type of report. It is how a technique, procedure, or practical work-around to overcome a deficiency or shortcoming, or create a better way to accomplish a task.

12.2.2. Issue Report. Issue Reports are similar to Lessons Learned in that they identify a shortcoming, deficiency, or problem, but they do not include a work-around or solution. Include the word "Issue" in the report title (example, "Issue - Spare Parts Kits for Deployed Assets Were Obsolete").

12.2.3. Observation Report. Observation Reports document a technique or circumstance that significantly impacted an operation or training event and should be shared with the Air Force and joint community. Include the word "Observation" in the report title (example, "Observation – Unit-Designed Scheduling Template Reduced Deployed Workload").

12.2.4. Summary Report. Summary Reports document operations and exercises including dates, locations, objectives, major participants, and limitations. A Summary Report may have several Lessons Learned/Issues/Observation reports within it. Submit reports within 30 days of the conclusion of an exercise or operation.

12.3. Types of Actions. These are examples of actions that require an After Action Report submission. This list is not all inclusive:

12.3.1. Shooting Incidents. Any peacetime government firearms discharge meeting the reporting requirements outlined in AFI 31-207, *Arming and Use of Force by Air Force Personnel*. Report all instances where Security Forces used deadly force in the performance of their duties.

12.3.2. Security Incidents. This category includes serious security incidents, unlawful entry to aircraft, sabotage or attempted sabotage to AF aircraft, a breach of aircraft security, acts of vandalism directed at AF priority resources, hijacking or attempts, unauthorized entry into a launch facility, significant security incidents at AF-sponsored air shows, and damage to aircraft.

12.3.3. Deployments (Actual/Exercise). Examples of Lessons Learned from previous deployments includes: Operations ENDURING FREEDOM and IRAQI FREEDOM.

12.3.4. Law Enforcement Incidents. Actual employment of EST, regardless of the outcome. Robberies or attempts, especially if they involve weapons, munitions, or large sums of money.

12.3.5. Military Corrections Incidents. Inmate escapes and inmate disturbances or riots, and inmates that experience serious injury while in custody.

12.3.6. Information/Industrial Security Incidents. Summaries of major espionage cases, independent research on insider threats, and substantiated cases of industrial espionage/sabotage.

12.3.7. Terrorist Acts. Terrorist attacks at an Air Force base or its resources, bombings/rocket attacks, and significant threats from known terrorist groups.

12.3.8. Civil Disturbances. Protest activities or demonstrations at AF installations, military operations other than war (MOOTW), like peacekeeping operations that lead to civil unrest, migrant camp operations and disaster relief missions involving mass crowd violence or disorder.

12.3.9. Military Working Dog (MWD) Incidents. All training aid losses, incidents in which MWDs are commanded to bite suspects, unprovoked or non-commanded bites on persons other than the MWD handler and any other lessons of value to other MWD handlers.

12.3.10. CATM. Unusual training incidents like a M-240B "cook-off" or explosion of blank rounds, unexpected ricochets, and accidental/negligent weapons discharges.

12.3.11. Miscellaneous. This category provides an avenue for installation Chief of Security Forces to analyze and report any incident that may be of educational value for the Security Forces career field. Examples of the types of incidents previously reported in this section include domestic disturbance response; loss of a Security Forces weapon; base defense training accident; death of a Security Forces member; injury to a Security Forces member while making an apprehension; Security Forces response to a potential suicide; and use of electronic control devices.

12.3.12. Incidents Resulting in Significant Loss of Security Forces manpower. Report all incidents such as, vehicle accidents, arrests, etc...where five or more Security Forces personnel are involved.

12.4. Reporting Requirements. Security Forces commanders analyze and report significant incidents that occur during Security Forces operations to include, but not limited to, exercises, special events, deployments and daily operations and will provide After Action Reports on incidents listed in [paragraph 13.3](#) above, using the Security Forces After Action Report Format in [Attachment 5](#) of this AFI.

12.4.1. Provide the final report within 30 days of the conclusion of an exercise or operation or within 15 days after an incident via Joint Lessons Learned Information System (JLLIS).

12.4.1.1. When a report is submitted to JLLIS it is electronically sent to the appropriate MAJCOM, DRU, or FOA for validation and simultaneously HQ AFSFC/SFOP receives a courtesy copy of the report.

12.4.1.2. Once the MAJCOM, DRU, or FOA validates the report it is available to view via the JLLIS website.

12.4.2. For Lessons Learned, Issues, and Observations that identify a problem requiring action at HQ USAF, MAJCOMs, FOAs, DRUs, and Air Staff agencies, AFSFC/SFOP will forward a Lessons Learned report to USAF/A9L not later than (NLT) 30 days following an exercise or operation.

12.4.3. The MAJCOM/A7S will return validated reports to AFSFC/SFOP within 30 days of receipt for publication or recommended dissemination.

12.5. Reporting Procedures. The method for submitting Lessons Learned, Issues, Observations, and Summary Reports is the JLLIS web sites at <https://www.jllis.mil/USAF> for the NIPRNET or <http://www.jllis.smil.mil/USAF> for the SECRET Internet Protocol Router Network (SIPRNET) site.

12.5.1. An alternate method, which should only be used as a last resort, of reporting for Air Force-only events is a Word document file that contains the same information. An electronic Word document template for these reports may be downloaded from the JLLIS web sites.

12.5.2. If unable to open, send, or upload to the JLLIS website, send a Word report using the Security Forces After Action Report Format in **Attachment 5**, via NIPRNET: sflessonslearned@lackland.af.mil and SIPRNET: sflessonslearned@afsfc.lackland.af.smil.mil.

Chapter 13

SECURITY FORCES FORMS

13.1. AF Form 52, Evidence Tag. Use this two-part form to record evidence and maintain a chain of custody.

13.2. AF Form 53, Security Forces Desk Blotter. Use this form to record a chronology of Security Forces activities during a shift. Security Forces blotters often contain sensitive investigative or Privacy Act information and must be controlled. Restrict distribution of this form (paper and electronic) to the direct chain of command and key agencies such as AFOSI and Staff Judge Advocate. Wing commanders may allow others to receive the blotters.

13.3. AF Form 75, Visitor Pass. Pass issued to visitors of installations. Form is generally computer generated in SFMIS.

13.4. AF Form 1109, Visitor Register Log. Provides a log of visitors/and or personnel entering areas which the entry and/or exit is controlled

13.5. AF Form 1168, Statement of Suspect/Witness/Complainant. Use this form to take a written statement from a suspect or accused person, witness, or complainant. Also used to advise an individual of their Article 31/Fifth Amendment rights.

13.6. AF Form 1176, Authority to Search and Seize. Use this form to obtain authorization to search and seize per [Chapter 8](#).

13.7. AF Form 1313, Driver Record. Use this form as a cumulative traffic record (driving history) for drivers who are principals in motor vehicle traffic accidents or moving traffic violations IAW AFI 31-204, *Air Force Traffic Supervision Program*.

13.8. AF Form 1315, Accident Report. Use this form to record investigations of major traffic accidents (refer to AFI 31-204).

13.8.1. (Added-AFMC) **AFMC Form 625, Minor Vehicle Accident Worksheet.** Use this form as prescribed locally when responding to minor accidents and to facilitate the exchange of information between parties involved. This form also records information on minor traffic accidents for report filing. This form may not be used in lieu of the AF Form 1315 for major traffic accidents.

13.9. AF Form 1361, Pick Up/Restriction Order. Use this form to record facts and provide Security Forces with information about pick-up orders or to place a restriction order on a military member.

13.10. AF Form 1364, Consent for Search and Seizure. Use this form to document when an individual consents freely and voluntarily to a search of his or her person or property.

13.11. AF Form 3226, Authority to Apprehend in Private Dwelling. Use this form when requiring authority to make an apprehension in a private on-base dwelling.

13.12. AF Form 3907, Security Forces Field Interview Data.

13.13. DD Form 460, Provisional Pass. Use this form to assist military members in returning to their unit.

13.14. DD Forms 2708 and 2708 PA, Receipt for Prisoner or Detained Person. Use this form to transfer prisoners between confinement facilities or to release a detained person to his or her unit commander or representative.

13.15. AF Form 3545A, Incident Report. The use of the AF Form 3545A is mandatory for all incidents which are reportable under the Defense Incident Based Reporting System (DIBRS). For additional information refer to AFI 31-203, *Security Forces Management Information System (SFMIS)*. Use this form to record facts about an incident or complaint for the proper military authority. Include in the report all available facts, names of personnel involved and a summary of the initial on-scene investigation.

13.16. Prescribed and Adopted Forms.

13.16.1. Prescribed Forms.

AF Form 52, *Evidence Tag*

AF Form 53, *Security Forces Desk Blotter*

AF Form 75, *Visitor Pass*

AF Form 1109, *Visitor Register Log*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 1176, *Authority to Search and Seize*

AF Form 1315, *Accident Report*

AF Form 1361, *Pick Up/Restriction Order*

AF Form 1364, *Consent for Search and Seizure*

(Added) (AFMC) AFMC Form 625, *Minor Vehicle Accident Worksheet*.

13.16.2. Adopted Forms.

AF Form 1313, *Driver Record*

AF Form 3226, *Authority to Apprehend in a Private Dwelling*

AF Form 3545A, *Incident Report* (SMFIS generated)

AF Form 3907, *Security Forces Field Interview Data*

DD Form 460, *Provisional Pass*

DD Form 2708 and 2708 PA, *Receipt for Prisoner or Detained Person*

LOREN M. RENO, Lt General, USAF
DCS/Logistics, Installations and Mission Support

(AFMC)

ALAN K. ANDERSON, Colonel, USAF
Deputy Director of Installations and Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-2, *Air Provost Operations*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. 2 Aug 2006

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 Jan 2009

AFI 31-206, *Security Forces Investigations Program*, 1 Aug 2001

AFI 36-2626, *Airman Retraining Program*, 1 Jul 1999

AFI 31-101, *Integrated Base Defense* for further information), 01 Mar 2003

AFVA 31-231, *Advisement of Rights*, 01 Jan 1999

AFI 33-332, *Privacy Act Program*, 29 Jan 2004

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*), 14 Jul 2000

AFMAN 31-201, Volume 4, *High-Risk Response*, 20 Mar 2002

DoD Directive 5525.5, *DoD Cooperation with Civilian Law Enforcement Officials*, 15 January 1986

DoD Directive 7730.47, *Defense Incident-Based Reporting System (DIBRS)* 15 Oct 1996

DoDI 5525.13, *Limitation of Authority to Deputize DoD Uniformed Law Enforcement Personnel by State and Local Governments*, 28 Sep 2007

Uniform Code of Military Justice (UCMJ)

The Internal Security Act of 1950

Title 10 United States Code, Section 1382

Title 10 U United States Code., Section 375

Title 10 United States Code, Section 8013

Title 18, United States Code, Section 1382

Title 18, United States Code., Section 1385

Homeland Security Act of 2002

Public Law 93-366

Abbreviations and Acronyms

ABU—Airman Battle Uniform

AFLETS—Air Force Law Enforcement Terminal System

AFOSI—Air Force Office of Special Investigations

AFSC—Air Force Specialty Code

AFSFC—Air Force Security Forces Center
ANG—Air National Guard
BDU—Battle Dress Uniform
CATM—Combat Arms Training and Maintenance
CCH—Computerized Criminal History
CLEA—Civilian Law Enforcement Agencies
COMSEC—Communications Security
CONUS—Continental US
CPR—Cardio-Pulmonary Resuscitation
CSF—Chief of Security Forces
DCF—Defense Force Commander
DHS—Department of Homeland Security
DOS—Department of State
EST—Emergency Service Team
FBI—Federal Bureau of Investigation
FCC—Federal Communications Commission
FEMA—Federal Emergency Management Agency
HNT—Hostage Negotiation Team
III—Interstate Identification Index
LMR—Land Mobile Radio
MAJCOM—Major Command
MWD—Military Working Dog
NCIC—National Crime Information Center
NLETS—National Law Enforcement Terminal System
OSHA—Occupational Safety and Health Agency
PCCIE—Power Conditioning and Continuation Interfacing Equipment
RCM—Rules for Court-Martial
SECAF/SAF—Secretary of the Air Force
SF—Security Forces
SJA—Staff Judge Advocate
SSN—Social Security Number
STS—State Terminal System

TA—Table of Allowance

TO—Technical Orders

UCMJ—Uniform Code of Military Justice

USAFR—US Air Force Reserve

USSS—US Secret Service

Terms

Apprehension—The taking of a person into custody.

Desk Blotter—A 24 hour, chronological record of significant events during a Security Forces tour of duty.

Duress—The result of person being threatened with harm by another person if his/her wishes are not carried out.

Evidence—Something admissible in a legal proceeding which may bear on or establish a point in question.

Jurisdiction—The power, right, or authority to interpret and apply the law. Refer to [para 6.1](#) for further description of military jurisdiction.

Search—An examination of a person, property, or premises to uncover evidence of a crime or criminal intent.

Subject—A person, about which credible information exists that would cause a reasonable person to suspect the person may have committed a criminal offense, or otherwise make a person the object of a criminal investigation.

Attachment 2

USAF SECURITY FORCES MODEL VEHICLE OPERATION POLICY

A2.1. Non-Emergency Operation of Security Forces Vehicle. Security Forces personnel will:

A2.1.1. Comply with all installation and state laws when operating USAF-owned or leased vehicles.

A2.1.2. Use seat belts when operating any vehicle.

A2.1.3. Ensure their vehicles have sufficient gas and oil for their and relieving shift and proper inflation of tires.

A2.1.4. Inspect their assigned vehicles prior to their shift for any damage or missing equipment, and inspect the rear seat area for contraband or evidence. Inspect the rear seat area before and after transporting any person.

A2.1.5. Report all vehicle damage or missing equipment to a supervisor prior to placing the vehicle in service.

A2.1.6. Keep vehicles clean and free of trash.

A2.2. Emergency Driving -- General (Non-Pursuit Situations). The primary concern in emergency driving situations is protection of lives and the safety of all citizens and Security Forces personnel. During emergency driving situations, Security Forces will operate their vehicles with extreme caution. Driving under emergency conditions does not relieve the vehicle operator from the duty to drive with due regard for safety of all persons, nor will these provisions protect the driver from consequences of their disregard for safety of others.

A2.2.1. Emergency Driving Defined. Emergency driving is operation of an authorized emergency vehicle (emergency lights and siren in operation) by Security Forces personnel in response to a life threatening situation or a violent crime in progress, using due regard for safety. ***Note:** Drivers should not use their emergency flashers during emergency driving as it will make turn signals inoperative.*

A2.2.2. Emergency Driving Conditions. The decision to drive under emergency conditions rests with each individual, subject to supervisory oversight, based on the following conditions:

A2.2.2.1. Consider factors such as driving abilities, traffic volume, time of day, and potential hazard or liability to themselves and the public.

A2.2.2.2. Make emergency responses only when the call involves a life threatening situation or a violent crime in progress.

A2.2.2.3. Have sufficient information to justify emergency driving.

A2.2.2.4. Even when responding to a "patrolman needs assistance" type call, Security Forces must bear in mind that, while a rapid response is important, they must arrive at the scene safely.

A2.2.3. Deciding to Make an Emergency Response. All personnel making an emergency response will immediately notify the desk sergeant of that action by using the term "Code Three." This indicates use of emergency lights and siren. The ranking individual on duty

will override the vehicle operator's decision to make an emergency (Code Three) response if, in his/her judgment, it is not warranted or safe. Additionally:

A2.2.3.1. Security Forces personnel will not operate a vehicle in emergency (Code Three) status if it is occupied by any passengers other than Security Forces. **Exception:** If Security Forces are transporting injured personnel to a medical facility, use sound judgment when determining to use an emergency (Code 3) response.

A2.2.3.2. Security Forces vehicles without emergency lights and siren will not make emergency (Code Three) responses.

A2.3. Pursuit Driving. Pursuit driving is inherently dangerous and should be avoided except in extreme situations. Examples of extreme situations include: Pursuing a vehicle with material that is extremely dangerous to others, such as nuclear, biological, or chemical munitions or components; and pursuing a vehicle whose occupant(s) are suspects in an incident in which deadly force would be authorized. In situations where deadly force would not be authorized, consider an alternative course of action, such as vehicle intercept, where Security Forces strategically move their vehicles into a position to block or disable the suspect vehicle – by the use of barrier systems or “Stop Sticks” for example, without the use of high speed.

A2.3.1. Safety. At no time will pursuit driving endanger the public, Security Forces involved in the pursuit, or Air Force resources. When engaged in a vehicle pursuit, Security Forces must weigh the need to immediately apprehend a suspect against the danger created by the pursuit. Extreme caution must be exercised to ensure public safety.

A2.3.2. Responsibility. Responsibility for the decision to pursue an offender rests with each vehicle operator; however, on-duty Security Forces supervisors can, at anytime, order termination of any vehicle pursuit. Carefully evaluate each situation and consider the following factors:

A2.3.2.1. Mission impact

A2.3.2.2. Local policy.

A2.3.2.3. The danger to the public.

A2.3.2.4. The danger to self and fellow patrols.

A2.3.2.5. Experience and training.

A2.3.2.6. Weather and road conditions.

A2.3.2.7. Time of day (e.g. is it rush hour? Has school just let out? Is it the middle of the night with deserted streets?).

A2.3.2.8. Facilities located along the route (e.g., schools, hospital, shopping centers, etc.).

A2.3.2.9. Type of violation--Even if use of deadly force prerequisites are met, this does not mean Security Forces may disregard the safety of the public, other Security Forces personnel, or self. Security Forces may be held responsible for injuries or deaths if they act with reckless disregard for the safety of others.

A2.3.2.10. Vehicle characteristics--use of emergency equipment is essential, so ensure vehicle operators turn on the siren and emergency lights. Use both throughout the pursuit. If vehicle is not equipped with emergency lights and siren, do not pursue.

A2.3.2.11. The warning effect of the siren will decrease rapidly as pursuit speed increases.

A2.3.2.12. Use no more than two marked emergency vehicles in the immediate pursuit. Other Security Forces vehicles will support the pursuit units without actively joining the pursuit. Security Forces should also be positioned to block a suspect vehicle from threatening priority resources.

A2.3.2.13. Close installation gates to contain the suspect vehicle on base.

A2.3.3. Radio and Driving Techniques. Use the radio sparingly and keep the frequency open for the desk sergeant and other units to assist. Where possible, use both hands on the steering wheel to maintain control. In the case of a two-person patrol, the rider conducts the radio communications. If two separate units are involved in the pursuit, the lead patrol concentrates on the suspect vehicle while the second patrol makes all radio transmissions concerning the pursuit. When transmitting, remain calm and speak clearly and coherently. Do not shout. When a pursuit begins, call the desk sergeant immediately and relay the following information:

A2.3.3.1. Direction of travel.

A2.3.3.2. Vehicle description and license number.

A2.3.3.3. Number of occupants.

A2.3.3.4. Exact reason for pursuit.

A2.3.3.5. Traffic conditions and other details that will assist other patrols in the area.

A2.3.4. Terminating a Pursuit. Security Forces must use good judgment throughout a pursuit and continuously evaluate whether to terminate the pursuit. End a pursuit when the risks to bystanders, other traffic, or the pursuing patrolman are unjustified. Supervisors are also responsible for monitoring the pursuit and must order its termination when the risk is not justifiable.

Attachment 3

SECURITY FORCES RESPONSE AND BREVITY CODES

A3.1. Code 1 (Routine). When a call is not given a priority code, assume it is routine.

A3.1.1. Respond by observing all traffic laws.

A3.1.2. Never use emergency lights or siren for any routine call.

A3.1.3. If circumstances are unknown to the dispatching agency, the response may be upgraded to Code 2 or Code 3, when reasonably justifiable.

A3.2. Code 2 (Urgent).

A3.2.1. A call requiring an immediate response to a non-life-threatening emergency is normally assigned an "urgent" priority.

A3.2.1.1. Respond by observing all traffic laws.

A3.2.1.2. Use emergency lights for all urgent calls.

A3.2.1.3. Sirens are not authorized.

A3.2.1.4. The urgent call is also known as the "silent response." Use this type of response when answering non-life-threatening, crime-in-progress calls.

A3.2.2. Check local, state, territorial, or host nation traffic codes for limitations on use of lights and siren (some traffic codes do not support Code 2 responses).

A3.3. Code 3 (Emergency). A call requiring an immediate response to a life-threatening emergency or emergency involving Air Force priority resources is normally assigned an "emergency" priority.

A3.3.1. The use of emergency lights and siren is mandatory; however, use common sense when approaching the scene of the emergency.

A3.3.2. If the emergency lights and siren put Security Forces, victims, or bystanders in peril, turn them off a safe distance from the scene.

A3.4. Code 4 (Request Wants and Warrants). Use this code to obtain a check for outstanding wants and warrants on a person or vehicle. Immediately follow this transmission by listing:

A3.4.1. Information about the person to be checked, or

A3.4.2. Description and license plate number of the vehicle to be checked.

Attachment 4

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

A4.1. Blood-borne Pathogens Exposure Control Plan. Each Security Forces unit will develop a blood-borne pathogen exposure control plan and make it readily available to all unit members. Ensure the plan contains, as a minimum:

A4.1.1. The exposure determination of personnel (those reasonably anticipated, as a result of performing their day-to-day duties, to have potential skin, eye, or mucous membrane contact with blood or other potentially infectious fluids or materials). This determination includes:

A4.1.1.1. A list of all duty positions in which personnel in those positions are likely to be exposed to contaminated material.

A4.1.1.2. A list of all tasks and procedures, or groups of closely-related tasks and procedures, in which exposure may occur, and performed by personnel who handle contaminated material.

A4.1.2. The methods available to prevent contact with blood and other potentially infectious fluids or materials.

A4.1.3. Procedures for those who reasonably believe they have contacted a potentially infectious fluid or material.

A4.1.4. Procedures for placing warning labels on containers or plastic bags containing blood or other potentially infectious material. Labels must comply with Occupational Safety and Health Agency (OSHA) Standard 1910.1030.

A4.1.5. Procedures for keeping records of all incidents and occupational exposures per OSHA Standard 1910.1030.

A4.1.6. Procedures for evaluating circumstances surrounding exposure incidents.

A4.2. Plan Review and Updates. Review the exposure control plan at least annually. Update the plan as necessary to reflect new or modified exposure determinations. Coordinate with local medical liaison to ensure relevancy and accuracy.

A4.3. Training. Train Security Forces identified in the exposure determination in the use of protective equipment and disposition of possibly contaminated materials. Qualified Security Forces or hospital personnel may conduct this training.

Attachment 5**SECURITY FORCES LESSONS LEARNED REPORT FORMAT**

A5.1. Submitted by: Usually the installation Chief of Security Forces or squadron commander.

A5.2. Operation/Event Name: The formal name of the military operation or a brief description of the event, such as: "OPERATION ENDURING FREEDOM at Bagram AB, Afghanistan, from 5 August to 8 December 2007," or "Use of Deadly Force, Sample AFB, MD, 1 April 2008."

A5.3. Keywords: Critical terms specific enough to support an automated search for the subject. Example: "law enforcement, use of deadly force."

A5.4. Title: Name of the incident. Example: Murder of a Security Forces/robbery.

A5.5. Observation: A precise, factual description of the entire incident in narrative format. This section should include background information on the subject.

A5.6. Discussion: A critical review of the procedures used and actions accomplished during the incident. The intent is to highlight potential problem areas so readers can prevent similar mistakes or to prompt a review of policy or procedures.

A5.7. Lessons Learned: A synopsis of a "better way" or a "best business practice" to handle similar future events.

A5.8. Recommended Action: Use this section to outline suggested review actions by higher headquarters.

A5.9. OPR Comments: This is an open area designed for the OPR to add any additional comments.

Attachment 6 (Added-AFMC)**SECURITY FORCES FORMS**

Note: This attachment is meant as a guide for filling out forms commonly used by Security Forces. Units may develop local guidance that supersedes these suggested methods; however, units may not supersede any requirements for collecting, reporting, or maintaining information required by AFIs or AFMC Supplements which is often annotated on the forms below.

A6.1. (AFMC) AF Form 52, Evidence Tag. Use this form to record receipt or seizure of evidence or other acquired property. Proper completion of the AF Form 52 ensures a proper chain of custody of evidence for legal proceedings.

A6.1.1. **(AFMC)** Use AF Form 52 to record evidential or acquired property transactions. Proper completion of this form ensures proper chain of custody of evidence for legal proceedings and provides an accurate record of acquired property. The form is two hard stock manila cards separated by a piece of carbon paper. The front sides of both copies are printed with the same information. The back side of the first copy contains the chain-of-custody and the back side of the second copy contains final disposition blocks. One AF Form 52 may be accomplished on each item or several items may be recorded on one form. Examples: One marijuana cigarette found on the back seat of an automobile would require one form, while four marijuana cigarettes found in the glove compartment of the same automobile could be placed in a single evidence bag and one form could be completed. The decision to use one form per item or to record several items per form is a decision based on the circumstances of the acquisition. To provide a record or receipt for the property, the property custodian uses permanently bound logbooks, one for evidence and the other for acquired property. The property custodian is usually an investigator in the investigations section. They will log the evidence or acquired property in when they receive it. This procedure will maintain the chain-of-custody. When property is returned to the owner or otherwise disposed of, the person receiving or destroying the property will sign the AF Form 52, which will be retained in the security forces administration file. When used to record receipt of evidence or acquired property, the first copy of the form is affixed to the item and is used to include any future entries to ensure chain of custody.

A6.1.2. **(AFMC)** Filling out the front of the AF Form 52 ([Figure A6.1](#)).

A6.1.2.1. **(AFMC)** Date: The date the tag is completed.

A6.1.2.2. **(AFMC)** Tag No.: Each AF Form 52 is considered a tag. If a security forces member fills out one AF Form 52, they'll write "1 of 1." If two tags, the first tag would be 1 of 2 and on the second one, "2 of 2."

A6.1.2.3. **(AFMC)** Case File No.: Leave blank. It will be filled in by the property custodian when a case number is obtained.

A6.1.2.4. **(AFMC)** AF Base or Det/Bin No.: Write in the base name where the property was obtained.

A6.1.2.5. **(AFMC)** Log Page: Leave blank. The property custodian will fill in when the property is logged into the property log book.

A6.1.2.6. **(AFMC)** On (date): Date the property was obtained.

A6.1.2.7. **(AFMC)** At (place): The general location where the property was obtained, e.g. Bldg 10215, room 103 or a 1997 blue Ford Pick-up, TX plate VVT986, etc.

A6.1.2.8. **(AFMC)** The property described: Circle the applicable action, then explain the specific location where the security forces member obtained the property, e.g. top drawer of dresser in master bedroom or under front passenger seat, etc.

A6.1.2.9. **(AFMC)** Description: Provide a full, detailed description of the property, to include claimed value if the item is to be returned. Use the following method to describe items:

A6.1.2.9.1. **(AFMC)** Quantity (How many.)

A6.1.2.9.2. **(AFMC)** Item (Common name.)

A6.1.2.9.3. **(AFMC)** Color (Include multiple colors.)

A6.1.2.9.4. **(AFMC)** Construction (What the item appears to be made of.)

A6.1.2.9.5. **(AFMC)** Identifying features (Serial numbers, UPC codes, brand names, etc.)

A6.1.2.9.6. **(AFMC)** Size (Length, width, height, depth, thickness, volume.)

A6.1.2.9.7. **(AFMC)** Visible condition (Soiled, broken, scratched, torn.)

A6.1.2.9.8. **(AFMC)** ID markings and containerizing (Placed in a paper bag, sealed with evidence tape and marked for ID: Initials, date and time, across the seal and bag). Right after the last written word draw a line to the right margin and write "Last Item" in between the line. Example: (seal and bag. _____ Last Item _____.)

A6.1.2.9.9. **(AFMC)** At the end of this block, include a statement about how, when and where the property was acquired.

A6.1.2.9.10. **(AFMC)** Signature of witness: This is for the signature of the person who actually witnessed the acquisition of the items, not the person who witnessed the form being filled-out.

A6.1.2.9.11. **(AFMC)** Signature of person receiving property: This is the signature of the person who collected or obtained the property. The chain-of-custody for the item is initiated here.

A6.1.3. **(AFMC)** Filling out the AF Form 52, back of first copy, Chain-of-Custody Receipt **(Figure A6.2)**.

A6.1.3.1. **(AFMC)** Released by: Print name, sign name and date. The only person who can release the property in this first block is the person who signed block 11.

A6.1.3.2. **(AFMC)** Purpose: Why was the property released? Released to Desk Sgt, S2I or returned to owner, etc.

A6.1.3.3. **(AFMC)** Condition: Was the property new, used, unopened, torn, etc?

A6.1.3.4. **(AFMC)** Received by: Print name, sign name and date of person who the security forces member released the property too. Now, this person is the only one who can sign releasing the property in the next released by block.

A6.1.4. (AFMC) AF Form 52, Evidence Tag, back of second copy, Return of Property Receipt (**Figure A6.3**)

A6.1.4.1. (AFMC) The second copy of the form is given to the person relinquishing possession of the property. The reverse side is where security forces document release of property to the proper owner or final disposition of it. However, if the evidential or acquired property was contraband, the property will not be returned and the remarks section will indicate disposal actions. The disposal of all evidence will be coordinated with the SJA prior to disposal.

A6.1.5. (AFMC) When property is returned to the owner or otherwise disposed of, the person receiving the property signs the AF Form 52, which is retained in the security forces file according to AFMAN 37-139, *Records Disposition Schedule*.

Figure A6.1. AF Form 52, Evidence Tag, Front.

EVIDENCE TAG		AF FORM 52, JUL 86 PREVIOUS EDITION WILL BE USED.	
DATE 1 APR 01	TAG NO. 10F1	CASE FILE NO. SHAW AFB	LOG PAGE AF BASE OR DET/BID NO.
On (date) 1 APR 01 at (place) MAIN EXCHANGE, BLOC 114			
the property described below was (received from) (seized from) (obtained during search of): CIV DAVID CROSS, 333-44-5555, D/P# 3209 AAFES SECURITY			
DESCRIPTION (If property is to be returned, include condition and claimed value.) ONE (1) SCHWINN XXT 5000, 25 SPEED BICYCLE. SERIAL NUMBER TCA4217SW, MODEL NUMBER 9999. THE BICYCLE FRAME IS GREEN IN COLOR WITH WHITE TRIM. THE FRONT LEFT FORK HAS THE NUMBER 213-46-1818 AND NAME NICK PRICE ENGRAVED ON IT. THE SEAT IS BLACK VINYL WITH CUTS IN IT. THE HANDLE BARS ARE WRAPPED WITH BLACK TAPE. THE ESTIMATE VALUE OF THE BICYCLE IS \$75.00. — LAST ITEM —			
CIV CROSS RELATED BICYCLE WAS LEFT IN FRONT OF THE MAIN EXCHANGE SINCE 29 MAR 01.			
SIGNATURE OF WITNESS Stacy Adams		SIGNATURE OF PERSON RECEIVING PROPERTY [Signature]	

Figure A6.3. AF Form 52, Evidence Tag, Return of Property Receipt.

RETURN OF PROPERTY RECEIPT	
This tag receipts for property <i>(taken)</i> (seized) from the holder by Air Force Security Police/Air Force Offices of Special Investigations. It must be presented to the Evidence Custodian of the retaining office or his/her representative to obtain release of the property listed on front.	
DATE PROPERTY ON REVERSE RELEASED	30 MAY 01
NAME OF PERSON TO WHOM RELEASED	TSGT SCOTT BLAKE
ADDRESS	111 AIR FORCE BLVD COLUMBUS AFB, MS
SIGNATURE OF PERSON TO WHOM RELEASED	Scott Blake
PLACE WHERE PROPERTY WAS RELEASED	SECURITY FORCES INVESTIGATIONS OFFICE, BLOG 121
SIGNATURE OF RELEASING AGENT	Timothy Labrec
REMARKS (Indicate item(s) of property from front returned to owner/authorized person)	MURRAY, 21 INCH LAWNMOWER

(Reverse of Copy 2, AF Form 52, Jul 86)

A6.2. (AFMC) AF Form 53, Security Forces Desk Blotter. The security forces controller prepares this form as the official chronological record of security forces activities. Installations with more than one security forces control center, each must complete separate blotters. Completed AF Forms 53 should include sufficient information to identify persons concerned, to fix the time, facts and circumstances of incidents and to provide a complete summary of events for the tour of each flight. The form will be initiated at the beginning and terminate at the

closing of each tour of duty. The following information is provided for completing the AF Form 53.

A6.2.1. (AFMC) Ensure sufficient information is included in each entry and those entries are maintained in a chronological order (Figure A6.4).

A6.2.2. (AFMC) Ensure required information is included on the reverse side of the original copy (Figure A6.5).

A6.2.3. (AFMC) Blotters will be maintained IAW AFMAN 37-139, *Records Disposition Schedule*. Blotters can be kept electronically or paper copy. If filed electronically, MAJCOMs/local installations will develop a system to ensure the blotters are being reviewed by the Flight Leader/Flight Sergeant.

A6.2.4. (AFMC) Prepare sufficient copies to satisfy local requirements; however, distribution must be limited to only those personnel who have a valid daily requirement to monitor it, that is, the Wing Commander, the local Air Force Office of Special Investigations (AFOSI) and the Staff Judge Advocate or as determined by the Installation Commander. At no time should the blotter be distributed below group level. Unit first sergeants and commanders receive notifications involving personnel within their unit.

Figure A6.4. AF Form 53, Security Forces Desk Blotter, Front.

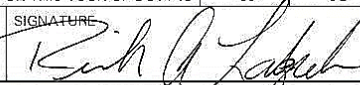
SECURITY FORCES DESK BLOTTER		FROM		TO		PAGE NO.
ENTRY NO.	TIME	INCIDENT OR MESSAGE AND ACTION TAKEN				
		TIME 0600	DATE 20001210	TIME 1400	DATE 20001210	01
INSTRUCTIONS: Person making entry will type his or her initials in parenthesis at the end of the entry. Double space between entries.		ORGANIZATION AND BASE 48th SFS, RAF Lakenheath, UK				
01	0600	BLOTTER OPENED: SrA Jones/Desk Sergeant opened the blotter for this tour of duty. (JJJ)				
02	0600	DESK SERGEANT RELIEF: SrA Jones/SFOA relieved SSgt Jenkins/SFOB of all duties and responsibilities. All required equipment was accounted for. (JJJ)				
03	0600	GUARDMOUNT: Conducted by MSgt Landgrebe/Flight Sergeant. All personnel were briefed on all current pass-ons, upcoming appointments, weapons and vehicle safety. Roll call training was conducted by A1C Walker on the ground search. (JJJ)				
04	0623	SHIFT CHANGE: SFOA relieved SFOB of duty. (JJJ)				
05	0930	THEFT OF PERSONAL PROPERTY/SECURE: SMSgt Barton, Steven O., 48 CES/CELF, D/P: 3260, entered this office and related person(s) unknown had stolen his bicycle from the front of his quarters, 221B Thetford Close, Phase III housing. SMSgt Barton accomplished an AF Form 1168. SMSgt Barton related he parked and secured his bicycle at his quarters at approximately 2200, 09 DEC 00. At 0700, 10 DEC 00, when leaving for work, he noticed his bicycle missing. The bicycle is a black in color, "Huffy Stalker" with his social security number engraved on the bottom of the frame. SMSgt Barton further related the bicycle was secured with a combination lock, which he had found cut. For further information refer to AF Form 3545. NOTIFICATIONS: Capt Bennett/SFO, TSgt Spurling/SFOI and MSgt O'Connor/CES-CCF. (JJJ)				
06	1023	POST CHECKS: Initiated by Lt Seiler/Shift Commander of all posts/patrols. (JJJ)				
07	1111	FUNDS ESCORT: Initiated by SrA Boyd/Police 2 for Ms Adkins/BX. The escort is from the BX to the bank. 1117: Escort terminated, all in order. (JJJ)				
08	1130	REFER TO ENTRY #06: Terminated, all in order. (JJJ)				
09	1400	BLOTTER CLOSED: SrA Jones/Desk Sergeant closed the blotter for this tour of duty. (JJJ)				
		THE LAST ITEM FOR THIS TOUR OF DUTY IS				ENTRY NO. 09
						PAGE NO. 01
PREPARED BY (Please type) JOHNNY J. JONES, SRA, USAF SFOA DESK SERGEANT		TYPED NAME AND GRADE OF FLIGHT SERGEANT RICH A. LANGREBE, MSGT, USAF FLIGHT LEADER		SIGNATURE 		

Figure A6.5. AF Form 53, Security Forces Desk Blotter, Reverse.

FOR OFFICIAL USE ONLY (When filled in)			
NAME	GRADE	POST ASSIGNMENT	TIME POSTED
JONES	SRA	DESK SERGEANT	0600
SEILER	LT	FLIGHT LEADER	0623
LANGREBE	MSGT	FLIGHT SERGEANT	0623
SKINNER	AMN	MAIN GATE	0628
HARRIS	AIC	SOUTH GATE	0627
BOYD	SRA	POLICE 2	0625
DAMEWORTH	SSGT	POLICE 3 (K9)	0625
SAXON	SSGT	POLICE 4	0625
YEAGER	SRA	POLICE 4A	0625
09: PFD 11: ASSIGNED 01: LEAVE (BENNETT) 01: TDY/TDA (ALLEN)			
	AIC	15 DEC - 29 DEC 00	
	SRA	ALS 20 NOV - 22 DEC 00	
SECURITY FORCES VEHICLES			
VEHICLE	OPERATOR	VEHICLE	OPERATOR
99B 1234	SEILER		
99B 1245	LANGREBE		
99B 2367	DAMEWORTH		
98B 3428	SAXON		
98B 4545	BOYD		
92B 8219	DEADLINED		
90B 1111	STANDBY		

A6.3. (AFMC) AF Form 75, Visitor/Vehicle Pass. Use the AF Form 75 to control visitors and vehicles entering an Air Force installation on a temporary basis. This form is completed in two copies. Give the original (1st copy) to the individual and file the second copy. Computer generated products may be used. Procedures for completing the form are as follows: ([Figure A6.6](#) and [Figure A6.7](#))

A6.3.1. (AFMC) Base: Self-Explanatory

A6.3.2. (AFMC) Name of Visitor, Driver and Street Address or Firm: Put in full name of the visitor and home address. If a vendor, put in full name and name of firm they represent and address.

A6.3.3. (AFMC) Sponsor or Organization/Name: Rank and name of person or organization sponsoring the individual onto the installation. This is important because they are responsible for the visitor's actions while on the installation.

A6.3.4. (AFMC) Phone Number: Self-explanatory

A6.3.5. (AFMC) Total Number in Party: Put in the total number of visitors including the individual obtaining the pass. If local requirements dictate, print other visitor's names on the reverse of the form.

A6.3.6. (AFMC) Time and Date Issued: Self-explanatory.

A6.3.7. (AFMC) Issuing Official: Print rank and last name of the individual who issued the pass along with flight assignment.

A6.3.8. (AFMC) Visitor and Vehicle passes will be maintained in accordance with AFMAN 37-139, *Records Disposition Schedule*.

Figure A6.6. AF Form 75, Visitor/Vehicle Pass, Front.

VISITOR PASS		BASE Wright-Patterson AFB		NUMBER D817101	
ISSUED SUBJECT TO THE CONDITIONS OF THE INTERNAL SECURITY ACT OF 1950					
NAME OF VISITOR, DRIVER AND STREET ADDRESS OR FIRM (Circle applicable word) Susie Queue 123 Nice St., Dayton, OH 45430				<input checked="" type="checkbox"/> VISITOR	RESERVE MIL.
				GOVT EMPLOYEE	DEPN MIL.
				ACTIVE DUTY	RETIRED MEMBER
SPONSOR OR ORG/NAME Capt Sarah Bragg			TOTAL NUMBER IN PARTY (List names on file copy if local requirement) 1		
PHONE NUMBER 257-2603					
DESTINATION					EXPIRES (Time & Date)
BASE EXCHANGE	DELIV LOCATION	COMMISSARY	OTHER		1700
OPEN MESS	EDUC BUILDING	<input checked="" type="checkbox"/> MIL HOUSING			25 May 10
TIME AND DATE ISSUED 1659 25 May 10			ISSUING OFFICIAL SSgt John Doe, S5P		

AF FORM 75, 20020601

PREVIOUS EDITIONS ARE OBSOLETE.


COPY 1 - VISITOR

VEHICLE PASS		NUMBER D817101	
INSTALLATION NAME WPAFB			
VEHICLE YEAR 2005	MAKE Pontiac	MODEL Bonnville	
VEHICLE LICENSE NUMBER ELK 6792		STATE OH	
DESTINATION			
BASE EXCHANGE		COMMISSARY	
OPEN MESS		<input checked="" type="checkbox"/> MIL HOUSING	
DELIV LOCATION		OTHER	
EDUC BUILDING			
EXPIRES (Time & Date) 1700 25 May 10	TOTAL NO IN PARTY 1	ISSUE OFFICIAL (Time & Date) 1659 25 May 10	

Detached From
AF FORM 75, 20020601

COPY 1 - VISITOR

Figure A6.7. AF Form 75, Visitor/Vehicle Pass, Reverse.

<p align="center">WARNING</p> <p align="center">CONSENT TO SEARCH, VEHICLE TOWING, REIMBURSEMENT, AND IMPOUNDMENT</p> <p><i>By accepting this pass you give your consent to search of this vehicle while it is entering, on, or leaving this Air Force Base. If your vehicle is towed or impounded, you agree to reimburse the towing agent on behalf of the vehicle owner/operator.</i></p> <p><i>Occupant restraints must be used while operating your vehicle on the DoD property.</i></p> <p><i>A test of intoxication as assimilated by state motor vehicle law or statute.</i></p> <p>SIGNATURE </p>	<p align="center">VISITOR ADVISORY</p> <p align="center">CONDITIONS OF VISIT</p> <ul style="list-style-type: none"> ● Limit your movements to authorized traffic ways. Examples of signed closed areas are "RESTRICTED AREA" or "CONTROLLED AREA." ● Observe traffic laws. ● Display Vehicle Pass on inside left corner of windshield while on base (Motorcycles--stick on windshield or front fork or frame)(must be visible). ● Person issued pass is responsible for others in party and will keep pass readily available to show proof of authorized visit by all. <p><i>After visit, please dispose of pass as directed by security police</i></p>	<p align="center">FOR LOCAL USE</p>
--	--	--

AF FORM 75, 20020601 (REVERSE)

A6.4. (AFMC) AF Form 1109, Visitor Register Log. The form is self-explanatory and should be prepared in one copy. It is maintained at any installation, office, controlled or restricted area where visitors must be registered. Completed forms will be maintained for 1 year from the last entry made (Figure A6.8).

A6.4.1. (AFMC) Procedures for completing the form are as follows:

A6.4.2. (AFMC) Year, Month, Day: Self-explanatory.

A6.4.3. (AFMC) Organization: Organization using the form.

A6.4.4. (AFMC) Location: Specific area and installation.

A6.4.5. (AFMC) Name, Grade, Organization or Firm: Full name, grade and organization of the visitor.

A6.4.6. (AFMC) Signature of Escort and Badge Number: Signature and badge number of person escorting. If no badge is used for the area, put "N/A" in the badge number column.

[illegible]

A6.5. (AFMC) AF Form 1168, Statement of Suspect/Witness/Complainant. This form is to be used when taking a written statement from a suspect, accused person, witness or complainant (military or civilian). When the statement is handwritten, the writer initials the end of each paragraph, any errors and signs the statement. If the writer needs a continuation sheet, use plain

bond paper. Using the back of the form for the actual statement is optional. As a minimum, mark the document "For Official Use Only." Sufficient copies should be prepared to satisfy local requirements. The form is divided into six sections. The following information is provided for completing the AF Form 1168:

A6.5.1. **(AFMC)** Filling out sections I & II, Statement Information & Personal Identification. Ensure the statement and personal information are completely filled out prior to rights advisement or statement. Ensure each block, applicable to the circumstances, has an entry. Often times, when a block is left blank, the security forces controller will send it back to the person making the statement to obtain the information needed. Get all the information the first time. Use Figure A6.9. and Figure A6.10. to assist in filling out the form.

A6.5.1.1. **(AFMC)** Suspect or Witness/Complainant: Place an "X" in the applicable box.

A6.5.1.2. **(AFMC)** Date and Time: The date and time the statement is taken.

A6.5.1.3. **(AFMC)** Location and installation: The specific location and installation where the statement is taken.

A6.5.1.4. **(AFMC)** Unit taking statement: Self-explanatory.

A6.5.1.5. **(AFMC)** Repeat: If it is known to be a repeat offense or complaint, place an "X" in the applicable box. If not known, leave it blank.

A6.5.2. **(AFMC)** Personal Identification Section:

A6.5.2.1. **(AFMC)** Name and SSN: Self-explanatory

A6.5.2.2. **(AFMC)** Status/Grade: AD/E8/SMSGt, AFRC/O2/Lt, etc.

A6.5.2.3. **(AFMC)** Local Address: Self-explanatory. If TDY, put TDY unit, if PCS en route, put gaining unit.

A6.5.2.4. **(AFMC)** Date and place of birth: Self-explanatory. Put city and state of birth place

A6.5.2.5. **(AFMC)** Telephone: Home and duty phones.

A6.5.2.6. **(AFMC)** Permanent Address or Home of Record: Not always the same as local address. If person is TDY, put the individual's home unit. For home of record, put the state where the person enlisted or was commissioned.

A6.5.2.7. **(AFMC)** Military Organization/Employer: Self-explanatory.

A6.5.2.8. **(AFMC)** DEROS: Applicable to overseas personnel only. Put month and year of individual's scheduled departure.

A6.5.2.9. **(AFMC)** Sponsor Information: If the person giving a statement is a family member, the sponsor's information will be annotated in these blocks. If the person is a visitor, put in the name of the individual sponsoring them onto the installation.

A6.5.3. **(AFMC)** Section III, Acknowledgment of Offense(s) and 5th Amendment/Article 31 Rights Advisement (suspect only). The Acknowledgment of Offenses and Rights Advisement sections apply to suspects and accused persons only.

A6.5.3.1. (AFMC) I have been advised: List the specific offense(s) and have the suspect initial before and after the offense(s), Example: WBF//Theft of Government Property//WBF.

A6.5.3.2. (AFMC) Advised By: Full name and rank of individual who will be doing the rights advisement. Name of the SF advising the suspect of his/her rights.

A6.5.3.3. (AFMC) Individual Identified Himself/Herself As: Put in appropriate title. Example: security forces member, security forces investigator.

A6.5.3.4. (AFMC) Rights Advisement: Read aloud each applicable right to the suspect and ask them whether or not they understand. This is done for each right and only a “yes” or “no” answer is acceptable. The suspect initials each right as the security forces member proceeds. When reading the section “MILITARY ONLY” or “CIVILIAN ONLY”, line through the one that is not applicable and have them initial at the beginning and end of the appropriate statement.

A6.5.3.5. (AFMC) Once they have acknowledged and understand their rights, they must make a selection in reference to wanting a lawyer or not and making a statement. The suspect makes their selection by initialing adjacent to the statement of their choice. A security forces member cannot decide for, nor advise the suspect on what choice to make. If the suspect refuses to acknowledge his or her rights, do not question them. If the suspect requests a lawyer, security forces member cannot ask any further questions. If the individual states he or she wants a lawyer and then changes their mind, contact SJA for further guidance.

A6.5.3.6. (AFMC) Signature of Suspect: Once rights are advised, whether or not they want a lawyer, the individual should sign acknowledging their rights were advised to them and they understood. If individual refuses to sign, annotate the refusal in a security force member’s statement and leave the block blank.

A6.5.3.7. (AFMC) Signature of Witness/Interviewer: This should be the same person who advised the person of their rights. He/she is acknowledging explanation of rights to the suspect.

A6.5.3.8. (AFMC) If the individual requests a lawyer or does not wish to make a written statement, place a one (1) in the “page 1 of ____ pages” section. If the individual does wish to make a statement, fill in the appropriate number to reflect the total pages. Then have the individual initial the number written.

A6.5.4. (AFMC) Section IV, Statement: The security forces member is responsible for taking a statement from a Suspect/Witness/Complainant/Victim. A well-written statement answers the six basic questions; (Who, What, When, Where, Why and How). These basic questions may have to be answered several times throughout the statement. Also, a complete statement includes the entire sequence of events in detail. If the individual does not fully answer all the questions on their own, the security forces member may ask the individual to clarify a point and then have the answer written in the statement. An individual has the right to choose not to include information in their statement. Statements may also be typed by the security forces member. Once the security forces member reviews the statement and determines all pertinent information is addressed, close out the form. The security forces member is responsible for instructing the individual on how to complete the form. Have the

individual tell a story from the beginning to the end. Ensure the individual writes from margin to margin, leaving minimal space between each line. Instruct the individual that if they make an error, line through it (one line) and initial the error. Statements will be completed in ink. If additional space is needed, continue on bond paper. See Section VI on the form for instructions. This section is used to record the individual's statement.

A6.5.4.1. (AFMC) If the individual is unable to write for some reason (e.g.: hand broken, arthritis, etc) the security forces member may write the statement for the individual. The first line in the statement must indicate the statement was written for "put in suspect/subjects name" by "your name and rank." Write exactly what they say. Regardless of who writes the statement, the subject/suspect is required to initial all corrections.

A6.5.4.2. (AFMC) If the security forces member wishes to accomplish a question and answer statement, he/she will write the question, then the individual will write their answer. If the individual is unable to write the answer as specified above, the security forces member may write the answer as long as the statement is annotated as such. Upon completing the statement in this fashion, the individual will initial at the beginning and end of each question and answer.

A6.5.4.3. (AFMC) Once the statement is completed, write "///End of Statement///" immediately after the last line of text. The individual will then initial at the beginning of the statement, the end of the statement and at each set of slash marks. In addition to these initials, the individual must initial any corrections or changes.

A6.5.5. (AFMC) Section V, Signature/Oath.

A6.5.5.1. (AFMC) *I hereby voluntarily...:* Have the individual read aloud the paragraph and initial after it. The SF administering the oath should ask the individual "Do you swear or affirm the statement you have given is true and correct to the best of your knowledge?"

A6.5.5.2. (AFMC) Signature of Person Making Statement: Ensure the person swearing to the statement signs the form only after being administered the oath.

A6.5.5.3. (AFMC) Signature of Witness/Interviewer: The interviewer should sign.

A6.5.5.4. (AFMC) Date: Self-explanatory.

A6.5.5.5. (AFMC) Signature of Person Administering Oath: Self-explanatory.

A6.5.5.6. (AFMC) Page Numbers: Fill in page numbers when the statement is complete. Example: If a statement has 3 pages, page 1 would be "1 of 3," page 2, "2 of 3" and page 3, "3 of 3." The individual giving the statement will initial below all written in page numbers.

A6.5.6. (AFMC) Section VI, Instructions for continuation pages. Use bond paper for continuation sheets. The bottom of the reverse side of the AF Form 1168 gives continuation page instructions.

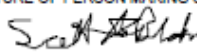
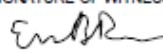
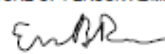
A6.5.7. (AFMC) Once completed, statements are attached to the report for which they were taken. If a statement was taken and no report was accomplished, the statement is sent to the

Reports and Analysis Section for filing. All statements are retained for a three (3) year period.

Figure A6.9. AF Form 1168, Statement of Suspect/Witness/Complainant, Front.

STATEMENT OF SUSPECT/WITNESS/COMPLAINANT				<input checked="" type="checkbox"/> SUSPECT <input type="checkbox"/> WITNESS/COMPLAINANT	
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and EO 9397 PRINCIPAL PURPOSES: Used to record information and details of criminal activity which may require investigative action by commanders, supervisors, security police, AFOSI special agents, etc.; and to provide information to appropriate individuals within DoD organizations who ensure proper legal and administrative action is taken. ROUTINE USES: Information may be disclosed to local, county, state, and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings. DISCLOSURE IS VOLUNTARY: SSN is used to positively identify the individual making the statement.					
I. STATEMENT INFORMATION					
DATE (YYYYMMDD)	TIME	LOCATION AND INSTALLATION (Bldg/Room No)	UNIT TAKING STATEMENT	REPEAT (If known)	
20100527	1242	Bldg 777 Wright-Patterson AFB	88 SFS	<input type="checkbox"/> OFFENSE <input type="checkbox"/> COMPLAINT	
II. PERSONAL IDENTIFICATION (Print or Type)					
NAME (Last, First, Middle Initial) BLAKE, SCOTT F.		SSN 345-67-8912	STATUS/GRADE AD/E-6		
LOCAL ADDRESS (Include Zip Code) 9211 W. State St Dayton, OH 45431		DATE AND PLACE OF BIRTH (If required) 2 Jan 79, Columbus, OH	TELEPHONE HOME 937-912-0346 DUTY 787-1279		
PERMANENT ADDRESS OR HOME OF RECORD (Include Zip Code) 9211 W. State St Dayton, OH 45431		MILITARY ORGANIZATION/EMPLOYER 88 SFS Wright-Patterson AFB, OH	DEROS		
SPONSOR INFORMATION					
NAME (Last, First, Middle Initial)		GRADE	SSN	ORGANIZATION	DUTY PHONE
III. ACKNOWLEDGEMENT OF OFFENSES AND 5TH AMENDMENT/ARTICLE 31 RIGHTS ADVISEMENT (Suspect Only)					
I have been advised that I am suspected of the following offenses: UCMJ Article 128/Assault <i>wp</i>					
ADVISED BY (Full Name and Rank) Eric B. Price, MSgt			INDIVIDUAL IDENTIFIED HIMSELF/HERSELF AS A (SF, special agent, etc.) Security Forces Patrolman		
SUSPECT INITIALS	and advised me that I have the following rights according to the 5th Amendment of the U.S. Constitution/Article 31 of the Uniform Code of Military Justice.				
<i>SFB</i>	I have the right to remain silent - that is to say nothing at all.				
<i>SFB</i>	Any statement I make, oral or written, may be used as evidence against me in a trial or in other judicial, non-judicial, or administrative proceedings.				
<i>SFB</i>	I have the right to consult with a lawyer.				
<i>SFB</i>	I have the right to have a lawyer present during this interview.				
<i>SFB</i>	I may obtain a civilian lawyer of my own choice at no expense to the government.				
<i>SFB</i>	I may request a lawyer any time during this interview.				
<i>SFB</i>	If I decide to answer questions with or without a lawyer present, I may stop the questioning at any time.				
<i>SFB</i>	MILITARY ONLY: If I want a military lawyer, one will be appointed for me free of charge.				
<i>wp</i>	CIVILIANS ONLY: If I cannot afford a lawyer and want one, a lawyer will be appointed for me by civilian authorities. <i>wp</i>				
SUSPECT INITIALS	I have read my rights as listed above and I fully understand my rights. No promises, threats, or inducements of any kind have been made to me. No pressure or coercion has been used against me. I make the following choice. (Initial One)				
<i>SFB</i>	I do not want a lawyer. I am willing to answer questions or make a statement or both, about the offense(s) under investigation.				
	I do not want a lawyer and I do not wish to make a statement or answer any questions.				
	I want a lawyer. I will not make any statement or answer any questions until I talk to a lawyer.				
I fully understand my rights and that my signature does not constitute an admission of guilt.					
SIGNATURE OF SUSPECT <i>Scott F. Blake</i>			SIGNATURE OF WITNESS/INTERVIEWER <i>Eric B. Price</i>		

Figure A6.10. AF Form 1168, Statement of Suspect/Witness/Complainant, Reverse.

IV. STATEMENT	
<p>On 27 May at about 1150, I, SSgt Blake went to Dorm 100, Room 210 to find SSgt Carlson to see why my girlfriend was hanging out with him all of the time. He said she liked him better, which made me angry. I punched him in the face to try to knock some sense into him, because he obviously doesn't have any already. The two cops showed up just as I was nearly done giving SSgt Carlson some cents sense. End of Statement </p>	
V. OATH/SIGNATURE	
<p>"I hereby voluntarily and of my own free will make this statement without having been subjected to any coercion, unlawful influence, or unlawful inducement. I swear (or affirm) I have read this statement, initialed all pages and corrections, and it is true and correct to the best of my knowledge."</p>	
SIGNATURE OF PERSON MAKING STATEMENT	SIGNATURE OF WITNESS/INTERVIEWER
	
<p>Subscribed and sworn to before me, a person authorized by law to administer oaths, this <u>27th</u> day of <u>May</u>, 2010 (year).</p>	
SIGNATURE OF PERSON ADMINISTERING OATH	
	
VI. INSTRUCTIONS FOR CONTINUATION PAGE(S)	
<p>Use plain bond paper (both sides optional). At the top right of each page, print or type "(Last name of individual making the Statement) on (Date)." At the bottom of each page, print or type: "Page ____ of ____ Pages." The individual must initial the top and bottom entries and sign his/her name at the bottom of each page.</p>	

A6.6. (AFMC) AF Form 1176, Authority to Search and Seize. A search is an examination of a person, property or premises to uncover evidence of a crime or to uncover evidence of a

criminal intent, such as stolen goods, burglary tools, weapons or other evidence. A seizure is the taking of such items by authorities for evidence at a courts-martial or trial. To ensure the search and seizure is legal and any evidence found is admissible at a courts-martial, AF Form 1176 is used to obtain authorization for a search and seizure. This form is prepared for the signature of the commander having search authority over a specific area, property or person to be searched. The commander may give verbal authority to search only after a probable cause briefing to him/her is accomplished and the situation warrants immediate search. The commander must sign the AF Form 1176 (**Figure A6.11**) as soon as possible after oral authorization. Once the form is signed, the security forces retain and place it into the case file. Copies are made and forwarded based on local requirements. A search authorization is not a search warrant. Search warrants are an authority to search issued by civilian authorities only.

A6.6.1. **(AFMC)** Requesting SF's name and rank goes on the first line.

A6.6.2. **(AFMC)** List offense(s) on the second line. A third line may be required if multiple charges exist.

A6.6.3. **(AFMC)** The suspect's name and rank is listed on the fourth line.

A6.6.4. **(AFMC)** The location to be searched is listed on the fifth line. Be specific.

A6.6.5. **(AFMC)** List exactly what is being sought on the sixth line. Be specific.

A6.6.6. **(AFMC)** Read the paragraph and line out what does not apply to the specific situation.

A6.6.7. **(AFMC)** After the paragraph put the requesting SF member's name and rank.

A6.6.8. **(AFMC)** Read and place an "X" in the appropriate box and line through (person) or (premise) if one is not applicable.

A6.6.9. **(AFMC)** The date authority is granted: Self-explanatory.

A6.6.10. **(AFMC)** Date, time and location of granted authority: Self-explanatory.

A6.6.11. **(AFMC)** Typed name, grade, organization and signature of authorizing official: Self-explanatory.

A6.6.12. **(AFMC)** On the reverse side of the form, write or type a Probable Cause Statement outlining the reasons the security forces member believes potential evidence is at a particular place where search authority is desired. The statement should be written or typed on the back of the AF Form 1176 or on a sheet of bond paper prior to contacting the authorizing commander. The probable cause statement should be written/typed exactly as given to the commander. If the commander asks any further questions after being read the probable cause statement, the questions asked and the security force member's response should be included. This may be used as evidence at a later court-martial to verify the probable cause for the commander issuing the authority to search (**Figure A6.12**).

Figure A6.11. AF Form 1176, Authority To Search And Seize.

AUTHORITY TO SEARCH AND SEIZE		
I have <i>(previously)</i> been informed that <u>TSgt Keith F. Schmuck</u>		
is investigating the offense of <u>Wrongful Use and Possession of Illicit Drugs (Marijuana)</u>		
_____ and has requested that		
I authorize a search of the <i>(person of)</i> <u>StrA John E. Benson</u>		
<i>(premises known as)</i> <u>Bldg 120, Room 322, Wright-Patterson AFB, OH</u>		
and the seizure of the following specified property:		
<u>Any illicit drugs and related paraphernalia</u>		

<p>Having carefully considered the matters presented to me in support of that request, I <i>(am)</i> <i>(was)</i> satisfied that there <i>(is)</i> <i>(was)</i> probable cause to believe that the property specified above <i>(is)</i> <i>(was)</i> being concealed on the <i>(person)</i> <i>(premises)</i> described. I <i>(am)</i> <i>(was)</i> further satisfied from the matters presented that the said property (1) is evidence which will aid in the apprehension or conviction of the person(s) who committed the offense being investigated, or (2) is or has been used, designed, or intended for use, as the means of committing the criminal offense(s) being investigated, or (3) was illegally obtained as the result of the commission of the offense(s) being investigated, or (4) is contraband possessed or controlled in violation of law or regulation, or (5) is a combination of two or more of (1) through (4).</p>		
Accordingly, <u>TSgt Keith F. Schmuck</u>		
the assistance of such person or persons as may be necessary, <i>(is)</i> <i>(was)</i> directed to search forthwith the <i>(person)</i> <i>(premises)</i> described for the property specified, and if such property be found to seize and secure the same for use as evidence in any criminal prosecution hereafter initiated. This authority to search and seize <i>(is)</i> <i>(was)</i> issued by virtue of:		
<input type="checkbox"/> My position as commander having jurisdiction over the <i>(person)</i> <i>(premises)</i> herein described.		
<input checked="" type="checkbox"/> My delegation to me of the authority to authorize searches and seizures by the commander having jurisdiction over the <i>(person)</i> <i>(premises)</i> herein described.		
No search conducted pursuant to the authority herein granted shall be initiated later than three days from <u>27 May 10</u>		
_____ <i>(date authority is granted).</i>		
Dated this <u>27th</u> day of <u>May</u> , <u>2010</u> (year), at <u>1645hrs, 7 Arnold Rd, Wright-Patterson AFB, OH</u>		
CAUTION RECORD SHOULD BE KEPT OF THE INFORMATION GIVEN TO THE AUTHORIZING OFFICER, ON WHICH THAT OFFICER BASES THE AUTHORIZATION, FOR POSSIBLE USE IN COURTS-MARTIAL. MAKE A SUMMARY OF ORAL INFORMATION. ENSURE THAT THIS SUMMARY AND ANY WRITTEN INFORMATION RECEIVED IS PROPERLY PRESERVED. CONSULT THE STAFF JUDGE ADVOCATE. ALSO SEE AFI 31-201.		
TYPED NAME, GRADE, AND ORGANIZATION AUTHORIZING OFFICIAL SARAH E. BRAGG, Capt, USAF Magistrate, 88 ABW	SIGNATURE <div style="border: 1px solid black; padding: 2px; text-align: center;">BRAGG.SARAH.E.1036555374</div>	DATE (YYYY DD MM) 20100527

Figure A6.12. Probable Cause Statement.

SAMPLE PROBABLE CAUSE STATEMENT

A three way call was made between myself, SrA Marchand, Capt Brown, SJA, and Col Support Group Commander, at 2345 Hrs, 19 January 2001.

Col Support Group Commander, at 2213 Hrs, 19 January 2001, while performing installation entry control procedures at the Atlantic Highway Gate, I SrA James L. Marchand, observed what I believed to be a marijuana cigarette in the center console of a white in color, 1998 Nissan Frontier pick up truck, Florida license plate #ABC 12D. I requested the vehicle operator's military identification. The operator, identified as Amn Michael Majors, SSAN 123-45-6789, 96 Transportation Squadron, Hurlburt Field, Florida, opened the driver's side window and presented his DD Form 2AF. At that time, I smelled what I believed to be marijuana emitting from the vehicle. I detained Amn Majors and had him exit his vehicle. I then notified SSgt Robert Morgan, the Security Forces Controller, who dispatched SSgt Henry Barrios and his canine, Tatoo, #KB677, to the scene. SSgt Barrios and K-9 Tatoo made a check of the exterior of the vehicle. K-9 Tatoo sat, indicating the possible presence of narcotics in the vehicle. I was certified in the smell of marijuana by S/A Villanova, AFOSI, on 22 Dec 00, during a guardmount training session. Sir, request permission to search the vehicle for the presence of marijuana, other drugs and drug paraphernalia.

Col Support Group Commander asked the following: "What makes you believe the item in the console is a marijuana cigarette?"

My response: "Sir, it is a hand-rolled cigarette with both ends twisted. In addition, I smelled what I believed to be marijuana emit from the vehicle when the suspect rolled his window down."

Col Support Group Commander: "Capt Brown, do you believe we have probable cause?"

Capt Brown stated: "Yes, sir. Amn Marchand has been certified on the smell of marijuana and you certified SSgt Barrios and K-9 Tatoo for marijuana on 14 Oct 00. Sir you have probable cause."

At 0025 Hrs, 20 January 2001, Col Support Group Commander gave consent to search.



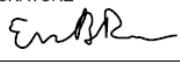
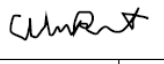
JAMES L. MARCHAND, SrA, USAF
Security Forces Member

A6.7. (AFMC) AF Form 1361, Pick-Up/Restriction Order. This form is used to record facts and provide security forces with information about pick-up or restrictions on members of the military services. The security forces controller usually is responsible for completing the form. Filling out the form is self-explanatory. In the remarks section, put a brief statement why the individual is restricted or required to be picked up ([Figure A6.13](#)).

A6.7.1. (AFMC) Make sufficient copies to post with all posts/patrols. Maintain the original file at the Security Forces Control Center.

A6.7.2. (AFMC) When cancelled. Fill out the bottom blocks of the original form and file with the case file. Ensure copies posted have been destroyed. If there is no case file, forward to Reports and Analysis Section for filing.

Figure A6.13. AF Form 1361, Pick Up/Restriction Order.

PICK UP/RESTRICTION ORDER				TIME 1650	DATE 20270510
NAME (Last-First-Middle) Benson, John E.	GRADE E-4	SSAN 012-45-7836		RACE <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input checked="" type="checkbox"/> OTHER	
ORGANIZATION AND LOCATION 88 MDG, Wright-Patterson AFB, OH	HEIGHT 6'2"	WEIGHT 185	EYES Blue	HAIR Brown	DATE OF BIRTH 19870303
IDENTIFYING MARKS/FEATURES/CLOTHING Star tattoo on left hand					
OFFENSE (Reason for pick up or restriction) AWOL					
CONDITION OF INDIVIDUAL <input type="checkbox"/> DRUNK <input type="checkbox"/> ON DRUGS <input type="checkbox"/> DERANGED <input type="checkbox"/> ARMED/DANGEROUS <input type="checkbox"/> VIOLENT <input checked="" type="checkbox"/> NORMAL					
REMARKS (Use reverse side in necessary) SrA John E. Benson failed to report for duty on 24 and 25 May 2010.					
ISSUING AUTHORITY - NAME (Last-First-MI) Florio, Matthew A.	GRADE O-5	DUTY TITLE Commander		ORGANIZATION AND LOCATION 88 MDG Wright-Patterson AFB, OH	
RECEIVED BY - (Grade - Name) MSgt Price, Eric B.	DUTY TITLE Flight Chief			SIGNATURE 	
AUTHENTICATED BY - (Grade - Name) TSgt Roberts, Chad M.	DUTY TITLE Patrolman			SIGNATURE 	
CANCELLED BY - (Grade - Name)	DUTY TITLE AND ORGANIZATION			TIME	DATE

AF IMT 1361, 19740601, V2

A6.8. (AFMC) AF Form 1364, Consent for Search and Seizure. This form is used in the same manner as the AF Form 1176, except the individual freely and voluntarily consents to a search of their person, area under their control or personal possessions. Use this form to obtain the consent in writing. Also, ensure the suspect and witnesses to the consent sign the appropriate blocks on the form. When an AF Form 1364 is not available, document the consent on a plain piece of paper as long as the individual signs it and it contains the time, date, persons and place(s) to be searched. Ensure the person giving consent reads and fully understands that anything found in the search can be used against them in a criminal trial or other judicial or administrative proceedings. Inform the individual that if they do not consent to a search, the security forces member cannot conduct a search without consent, authorization, warrant or other authorization recognized by law. Prepare this form only in one copy and then retain it with the case file ([Figure A6.14](#)).

A6.8.1. (AFMC) Name, grade, SSN and address/organization of the person granting consent.

A6.8.2. (AFMC) Name of consenting person.

A6.8.3. (AFMC) Rank, name and title of security forces member person. Cross out either "is" or "are" as appropriate.

A6.8.4. (AFMC) If the person granting consent is not a suspect, line out "suspected." Write in the offense(s) or matters being investigated. Have the individual initial after the offense.

A6.8.5. (AFMC) Have the individual read or read the next paragraph to the individual and have them initial the beginning and end of the paragraph.

A6.8.6. (AFMC) Have the individual read or read the next paragraph to the individual. Have the individual cross out the applicable wording whether day time/night time. Have them initial at the beginning and end of the paragraph.

A6.8.7. (AFMC) Identify all the areas to be searched. Show possession by using the word "My." Example: My person (Give full name), My vehicle (1962 Chevrolet pickup truck, OK Lic. #234-FED, My dwelling or room or house (Lodging Bldg 1234, room 222).

A6.8.8. (AFMC) Have the individual read the next paragraph to the individual and have them initial the beginning and end of the paragraph.

A6.8.9. (AFMC) Date, location and time of consent: Self-explanatory. Place time and location in the "at _____."

A6.8.10. (AFMC) Signature of the person giving consent.

A6.8.11. (AFMC) Signature of the SF requesting consent and one other witness (may be another SF member).

A6.8.12. (AFMC) Prepare only one copy and retain it with the case file.

A6.8.13. (AFMC) If during the search, the individual withdraws their consent, terminate the search immediately. Ensure all pertinent information (time consent withdrawn, time search terminated and actions taken to that point) are documented in the AF Form 3545, *Incident Report*.

Figure A6.14. AF Form 1364, Consent for Search and Seizure.

CONSENT FOR SEARCH AND SEIZURE		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and EO 9397</p> <p>PRINCIPAL PURPOSE(S): To record personal information on an individual who consents to a search and seizure.</p> <p>ROUTINE USE(S): Information may be disclosed to local, county, state, and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings.</p> <p>DISCLOSURE IS VOLUNTARY: SSN is used to positively identify the individual consenting to the search and seizure.</p>		
NAME (Print or type)	GRADE	SSN
Samuel F. Bell	O-2	987-64-3125
ADDRESS (Organization and station. Include ZIP Code)		
88 CG Wright-Patterson AFB, OH 45433		
<p>I, <u>Samuel F. Bell</u>, state that <u>TSgt Chad M. Roberts</u></p> <p>was identified to me as a <u>Security Forces Patrolman</u></p> <p>and advised me that the nature of the offense(s) of which I am suspected (matters concerning which I may have knowledge) is/ as follows:</p> <p><u>Wrongful possession of a controlled substance</u></p>		
<p>I know that I have the legal right to either consent to a search, or to refuse to give my consent. I understand that if I do consent to a search, anything found in the search can be used against me in a criminal trial or in any other disciplinary or administrative procedure. I also understand that if I do not consent, a search cannot be made without a warrant or other authorization recognized in law.</p> <p>With knowledge of the foregoing, I have decided to allow the person identified above and whomever may be designated to assist, to search the following place(s) in the day time/night time:</p> <p><u>My house, 113 Run Way, Wright-Patterson AFB, OH, and all of its contents; my vehicle, a 2005, silver in color Pontiac</u></p> <p><u>Bonneville, OH license plate #ELK 6789</u></p> <p>Before deciding to give my consent, I carefully considered this matter. I am giving my consent voluntarily and of my own free will, without having been subjected to any coercion, unlawful influence or unlawful inducement and without any promise of reward, benefit, or immunity having been made to me. The investigators have my permission to take any letters, papers, materials, articles or other property they consider to be evidence of an offense, including contraband for use as evidence in any criminal prosecution hereafter initiated. I have read and understand this entire acknowledgment of my rights and grant of my consent for search and seizure.</p> <p>Dated this <u>27th</u> day of <u>May</u> 2010, at <u>1500 hrs, 113 Run Way, WPAFB, OH</u></p>		
SIGNATURE <u>Samuel F. Bell</u>		
WITNESS <u>Chad M. Roberts</u>	WITNESS <u>End B</u>	
<p>1. Insert "Security Policy Investigator, USAF," "AFPSI Special Agent," or other appropriate designation.</p> <p>2. Insert my person; my dwelling; my apartment and storage area; my room; my footlocker; the premises; etc. Describe in detail the property or area to be searched and its location for proper identification.</p>		

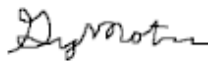
A6.9. (AFMC) AF Form 3226, Authority to Apprehend in Private Dwelling - Resident. The MCM, Rule 302(e) requires written authority be obtained prior to apprehending a person in a private dwelling. The AF Form 3226 is normally used to document receipt of this authority ([Figure A6.15](#))

A6.9.1. (AFMC) The security forces personnel wanting this authority will complete the top portion of the AF Form 3226. The installation commander or appointed magistrate will sign the block reserved for the authorizing official. Rule 302(e) defines "dwelling" as single-family houses, duplexes and apartments. Private dwellings DO NOT include living areas in military dormitories, tents, field encampments, etc. The form is self-explanatory. Write a Probable Cause statement on the reverse side of the form detailing all information, giving facts and circumstances about the incident ([Figure A6.12](#)).

A6.9.2. (AFMC) Prior written authority is not required if certain exigencies are present, i.e., if evidence or a perceived threat exist which could cause damage, harm or loss of life or the destruction of evidence would occur if the search wasn't conducted at that time, etc. In these cases, written authority should be obtained the duty day following the apprehension.

A6.9.3. (AFMC) Prepare only one copy and retain it with the case file.

Figure A6.15. AF Form 3226, Authority to Apprehend in Private Dwelling.

AUTHORITY TO APPREHEND IN PRIVATE DWELLING	
<p>I have been informed that <u>TSgt Chad M. Roberts</u> (Investigator)</p> <p>is investigating the offense of <u>Aggravated Assault</u></p> <p>a violation of the Uniform Code of Military Justice, and has requested that I authorize an apprehension of the person of</p> <p><u>SSgt Carey Z. Manne</u> (Person) at the private dwelling located</p> <p>at <u>118 Run Way, Wright-Patterson AFB, OH 45433</u></p> <p>Having carefully considered the matters presented to me in support of the request, I am satisfied that there are reasonable grounds to believe that the offense specified above <input type="checkbox"/> (has been) <input checked="" type="checkbox"/> (is) committed, that the Person <input type="checkbox"/> (committed) <input checked="" type="checkbox"/> (is) such offense and there is reason to believe the person to be apprehended <input type="checkbox"/> (is) <input checked="" type="checkbox"/> present in the dwelling described above. I am further satisfied that the Investigator is an individual authorized under the UCMJ to apprehend the Person.</p> <p>Accordingly, <u>TSgt Chad M. Roberts</u> (Investigator) with the assistance of such other authorized individual or individuals as may be necessary, is hereby authorized to enter the dwelling described above and apprehend the Person.</p> <p>This authority to apprehend in a dwelling is issued by virtue of my position as a military magistrate or as commander having jurisdiction over</p> <p><u>SSgt Carey Z. Manne</u> <u>118 Run Way, Wright-Patterson AFB, OH 45433</u></p> <p style="text-align: center;">(Person to be apprehended) ¹ (Place where the dwelling is located).</p> <p>No apprehension will be effected pursuant to the authority herein granted later than three days from this date.</p> <p>Dated this <u>28th</u> day of <u>May</u>, 2010 at <u>Base Legal Office, Wright-Patterson AFB, OH</u></p>	
<p>CAUTION</p> <p>RECORD SHOULD BE KEPT OF THE INFORMATION GIVEN TO THE AUTHORIZING OFFICER, ON WHICH THAT OFFICER BASES THE AUTHORIZATION, FOR POSSIBLE USE IN COURTS-MARTIAL. MAKE A SUMMARY OF ORAL INFORMATION. ENSURE THAT THIS SUMMARY AND ANY WRITTEN INFORMATION RECEIVED IS PROPERLY PRESERVED. CONSULT THE STAFF JUDGE ADVOCATE.</p>	
<p>TYPED NAME, GRADE, AND FUNCTIONAL ADDRESS OF AUTHORIZING OFFICIAL</p> <p>Gregory L. Morton, Colonel, USAF</p> <p>Magistrate, 88 ABW/SE</p> <p>Wright-Patterson AFB, OH</p>	<p>SIGNATURE</p> <p></p>
<p>¹Apprehension authorization based on authority over the person above will apply only with respect to apprehension at off-base dwellings in a foreign country.</p>	

A6.10. (AFMC) AF Form 3545, Incident Report. Since the 1930s, the Federal Bureau of Investigations (FBI) has been collecting crime data dealing with offenses and arrests from county, state and Federal law enforcement agencies. In the late 70s, the law enforcement community called for expanded use of the data and developed new guidelines for reporting crime statistics. These guidelines were outlined in the Uniform Federal Crime Reporting Act of 1988, which formed the basis of the National Incident-Based Reporting System (NIBRS). Since the inception of NIBRS, two other Congressional Acts, the Victim's Rights and Restitution Act of 1990 and the Brady Handgun Violence Prevention Act, also impacted the amount of data collected. NIBRS requires law enforcement agencies, including the DoD, to report data to the Department of Justice (DoJ) for inclusion in the FBI-maintained system. The DoD instituted the Defense Incident-Based Reporting System (DIBRS), in order to meet the requirements of NIBRS. This is where the very lengthy and detailed AF Form 3545 comes into the picture. Use the form as a worksheet while at the scene of an incident. This will ensure all the needed information is obtained.

A6.10.1. (AFMC) OVERVIEW: Although the form is primarily completed in the Security Forces Management Information System (SFMIS), it can be found in standalone electronic versions consisting of 6 types of pages. Multiples of the offender, victim, and property pages may be necessary to fully record the scope of the incident. For example there may be 3 offenders and 3 victims. In order to document each individual's information, the report writer needs 3-offender pages and 3 victim pages. To better understand the design of the form, below is a broad-brush overview of each page followed by block-by-block instructions on how to fill out the form. An understanding of the original form will also improve the quality of information entered into SFMIS.

A6.10.1.1. (AFMC) Page 1, Incident and Offense Information: This page documents offense data, i.e. case number, time of incident, location, type of criminal activity, etc.

A6.10.1.2. (AFMC) Page 2, Offender Information: This page documents offender information. There is only space for one offender. If more than one offender is involved in the incident, simply add a page and fill in the information.

A6.10.1.3. (AFMC) Page 3 Victim, Witness, Complainant: This page documents the victim's, witness' or complainant's information. The majority of this page is designed for the victims, so if using it for a witness or complainant, do not fill in any of the victim blocks, just leave them blank.

A6.10.1.4. (AFMC) Page 4: This page documents three different sections; property, SF members at incident and administrative disposition.

A6.10.1.5. (AFMC) Page 5, Commander's Section: This page is for the offender's commander. If more than one offender, add additional pages with the offender and victim pages. The commander documents the action taken against the offender and forwards to the Reports and Analysis Section.

A6.10.1.6. (AFMC) Page 6, Narrative: This page is used to document the narrative and any other portions of the form needed.

A6.10.1.6.1. (AFMC) PAGE 1 (Figure A6.16).

A6.10.1.6.1.1. (AFMC) ORI NUMBER: Completed by the Reports and

Analysis Section.

A6.10.1.6.2. **(AFMC) CASE NUMBER:** Completed by the Reports and Analysis Section. This is the number assigned by the agency to each Incident Report to identify it uniquely; e.g., the Originating Agency Case (OAC) Number.

A6.10.1.6.3. **(AFMC) SECTION I INCIDENT NOTIFICATION.**

A6.10.1.6.3.1. **(AFMC) Date Received (YYYYMMDD):** Enter date the incident was received.

A6.10.1.6.3.2. **(AFMC) Time Received:** Enter the time (military time 2400) the incident was received.

A6.10.1.6.3.3. **(AFMC) How Complaint Received:** Enter how the incident was received, i.e. 911 call, telephone, radio, by mail, in person, etc.

A6.10.1.6.4. **(AFMC) SECTION II OFFENSE.**

A6.10.1.6.4.1. **(AFMC) Incident Occurred Between:**

A6.10.1.6.4.1.1. **(AFMC) Date (YYYYMMDD):** Enter the date when the incident occurred or started or the beginning of the time period in which it occurred (as appropriate).

A6.10.1.6.4.1.2. **(AFMC) Time:** Enter the occurred begin time (24hour).

A6.10.1.6.4.1.3. **(AFMC) End Date (YYYYMMDD):** Enter date when the incident ended or the end of the time period in which it occurred.

A6.10.1.6.4.1.4. **(AFMC) Time:** Enter the occurred end time (24-hour).

A6.10.1.6.4.1.5. **(AFMC) Offender Number:** Each offender in the incident is assigned a sequence number from 01 to 99.

A6.10.1.6.4.1.6. **(AFMC) Offense Identifier:** Enter the charge or the offense code. In the case of UCMJ violations, enter the punitive article that is appropriate.

A6.10.1.6.4.1.7. **(AFMC) Offense Statutory Basis:** This data element indicates the source of the statute violated; i.e., the statutory basis of the offense and the jurisdiction involved. Federal includes any Federal Statute other than UCMJ. (Refer to Statutory basis codes in Section II of the AF Form 3545)

A6.10.1.6.4.1.8. **(AFMC) Offense Result:** This data element indicates whether the offense was completed or merely attempted. If there was more than one occurrence of the same offense within an incident and one was completed, then completed should be entered. (Refer to offense result codes in Section II of the AF Form 3545)

A6.10.1.6.4.1.9. **(AFMC) Involvement:** Allowable codes are:

A6.10.1.6.4.1.9.1. **(AFMC) P=Principal:** One who commits or is an accomplice to a crime.

A6.10.1.6.4.1.9.2. **(AFMC) A=Accessory:** One who incites, aids or abets

a lawbreaker in the commission of a crime but is not present at the time of the crime.

A6.10.1.6.4.1.9.3. **(AFMC)** C=Conspiracy: An agreement between two or more persons to commit a crime.

A6.10.1.6.4.1.9.4. **(AFMC)** S=Solicit: To entice into illegal action.

A6.10.1.6.4.1.10. **(AFMC)** Bias Motivation Codes: The object of this collection is to indicate whether the offender was motivated to commit the offense because of bias against a racial, religious, ethnic/national origin, sexual orientation or disability group (refer to bias motivation codes in Section II of the AF FM 3545). Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined are supportive of a finding of bias:

A6.10.1.6.4.1.10.1. **(AFMC)** The offender and the victim were of different racial, religious, ethnic/national origin or sexual orientation groups or disability status.

A6.10.1.6.4.1.10.2. **(AFMC)** Bias-related oral comments, written statements or gestures were made by the offender which indicate bias.

A6.10.1.6.4.1.10.3. **(AFMC)** Bias-related drawings, markings, symbols or graffiti were left at the crime scene.

A6.10.1.6.4.1.10.4. **(AFMC)** Certain objects, items or things that indicate bias were used or left behind, e.g., the offenders wore white sheets with hoods covering their faces.

A6.10.1.6.4.1.10.5. **(AFMC)** The victim is a member of a racial, religious, ethnic/national origin sexual orientation or disability group that is overwhelmingly outnumbered by members of another group in the neighborhood where the victim lives and the incident took place. This factor loses significance with the passage of time, i.e., it is most significant when the victim first moved into the neighborhood and becomes less and less significant as time passes without incident.

A6.10.1.6.4.1.10.6. **(AFMC)** The victim is visiting a neighborhood where previous hate crimes were committed against other members of his or her racial, religious, ethnic/national origin, sexual orientation or disability group and where tensions remain high against the group.

A6.10.1.6.4.1.10.7. **(AFMC)** Several incidents have occurred in the same locality, at or about the same time and the victim are all of the same racial, religious, ethnic/national origin, sexual orientation or disability group.

A6.10.1.6.4.1.10.8. **(AFMC)** A substantial portion of the community where the crime occurred perceives the incident was motivated by bias.

A6.10.1.6.4.1.10.9. (AFMC) The victim was engaged in activities promoting his or her racial, religious, ethnic/national origin, sexual orientation or disability group, e.g., the victim, a member of the NAACP, participated in gay rights demonstrations.

A6.10.1.6.4.1.10.10. (AFMC) The incident coincided with a holiday relating to or a date of particular significance to a racial, religious, ethnic/national origin, sexual orientation or disability group, e.g., Martin Luther King Day.

A6.10.1.6.4.1.10.11. (AFMC) The offender was previously involved in a similar hate crime or is a member of a hate group.

A6.10.1.6.4.1.10.12. (AFMC) There were indications a hate group was involved, e.g., a hate group claimed responsibility for the crime or was active in the neighborhood.

A6.10.1.6.4.1.10.13. (AFMC) A historically established animosity exists between the victim's group and the offender's group.

A6.10.1.6.4.1.10.14. (AFMC) The victim, although not a member of the targeted racial, religious, ethnic/national origin, sexual orientation or disability group, is a member of an advocacy group supporting the precepts of the victim group. The aforementioned factors are not all-inclusive of the types of objective facts which evidence biased motivation. Reporting agencies must examine each case for facts that clearly evidence the offender's bias motivated him/her to commit the crime. Agencies must be alert to misleading facts, e.g., the offender used an epithet to refer to the victim's race, but the offender and the victim were of the same race. Agencies must be alert to evidence left by the offenders, which is meant to give the false impression the incident was motivated by bias. Even if the offender was mistaken in the belief the victim was a member of a racial, religious, ethnic/national origin, sexual orientation or disability group, the offense is still a hate crime as long as the offender was motivated by bias against that group. For example, a middle-aged, non-gay man walking by a bar frequented by gays was attacked by six teenagers who mistakenly believed the victim had left the bar and was gay. Although the offenders were wrong on both counts, the offense is a hate crime because it was motivated by the offenders' anti-gay bias.

EXAMPLE 1: While driving through a predominantly Mexican-American neighborhood, a black male stopped his car to repair a flat tire. A group of Mexican-American leaving a bar across the street accosted the driver and attacked him with bottles and clubs. During the attack, the offenders called the victim by a well-known and recognized epithet used against blacks and told him blacks were not welcome in the neighborhood. This incident would be reported as anti-black because blacks were not welcome in the neighborhood. This incident would be reported as anti-black because the victim and offenders are of different races, the offenders used a racial epithet and the facts reveal no other reason for the attack than the stated one, i.e., to keep blacks out of the neighborhood.

EXAMPLE 2: A white juvenile male snatched a Jewish woman's purse and in doing so, knocked her down and called her by a well-known and recognized epithet used against Jews. The offender's identity is not known. Although the offender used an epithet for Jews, it is not known whether he belongs to another religious group or whether his motive was anything more than robbery. Because the facts are ambiguous, agencies should not report this incident as bias motivated.

EXAMPLE 3: Overnight, unknown persons broke into a synagogue and destroyed several religious objects. The perpetrators left a large swastika drawn on the door and wrote, "Death to Jews" on the wall. Although valuable items were present, none were stolen. Report this incident as Anti-Jewish because the offender destroyed religious objects, left anti-Semitic words and graffiti behind and theft did not appear to be the motive for the burglary.

EXAMPLE 4: A 29-year-old Chinese-American male was attacked by a 51-year-old white male wielding a tire iron. The victim suffered severe lacerations and a broken arm. The incident took place in a parking lot next to a bar. Investigation revealed the offender and victim had previously exchanged racial insults in the bar, the offender having initiated the exchange by calling the victim by a well known and recognized epithet used against the Japanese and complaining the Japanese were taking away jobs from Americans. Anti-Asian/Pacific Islander offense would be reported based on the difference in race of the victim and offender, the exchange of racial insults and the absence of other reasons for attack.

EXAMPLE 5: An adult white male was approached by four white teenagers who requested money for the bus. When he refused, one of the youths said to the others, "Let's teach this (epithet for a gay person) a lesson." The victim was punched in the face, knocked to the ground, kicked several times and robbed of his wristwatch, ring and wallet. When he reported the crime, the victim advised he did not know the offenders and he was not gay. The facts are ambiguous. Although an epithet for a gay person was used by one of the offenders, the victim was not gay, such epithets are sometimes used as general insults regardless of the target person's sexual orientation and in this case the offenders' motivation appeared to be limited to obtaining money from the victim. Therefore, the incident would not be designated bias motivated.

EXAMPLE 6: A small neighborhood bar frequented by gays burned down after being closed for the night. Investigation revealed the fire was deliberately set. The fact that the bar was frequented by gays may have been coincidental. Therefore, the incident is not reported as bias motivated. Two weeks later, three white adult males were arrested on a tip from an informant. They admitted burning down the bar, saying they did it to keep gays out of the neighborhood. As a result, this incident should now be reported as a bias crime.

EXAMPLE 7: Six black men assaulted and seriously injured a white man and his Asian male friend as they were walking through a residential neighborhood. Witnesses said the victims were attacked because they were trespassing in a "black" neighborhood. An Anti-Multi-Racial Group bias incident should be reported because the victim and offenders were of different races and witnesses reported the victims were attacked because they were not black.

EXAMPLE 8: Overnight, an auditorium, which was being used by representatives of several religious denominations to hold an ecumenical conference, was vandalized by unknown subjects. Extensive damage was caused and statements, such as "There is but one true religion" and "Down with the nonbelievers," were spray painted onto the walls. An Anti-Multi-Religious

Group incident should be reported because the offenders clearly evidenced their hostility against a group representing more than one religion.

A6.10.1.6.4.1.11. **(AFMC)** Location/Address: Enter the location and address of the offense, i.e., Rm. 210, Bldg 100, Lackland AFB, TX 78236.

A6.10.1.6.4.1.12. **(AFMC)** In U.S. (State or Possession): Enter "Yes" if the offense occurred in US or its possessions.

A6.10.1.6.4.1.13. **(AFMC)** Sector: Enter the sector of the installation the offense occurred.

A6.10.1.6.4.1.14. **(AFMC)** On Base: Enter "Yes" if the offense occurred on DoD or Coast Guard property.

A6.10.1.6.4.1.15. **(AFMC)** Location of Offense: Mark the appropriate location. (Self-explanatory)

A6.10.1.6.4.1.16. **(AFMC)** Type of Criminal Activity: Mark the appropriate block. (More than one block may be marked)

A6.10.1.6.4.1.17. **(AFMC)** All Illegal Entries: This data element is used only if the offense is Burglary/B&E. It is for reporting whether "Force" or "No Force" was used by the burglar(s) to enter the structure. A forced entry is where force of any degree or a mechanical contrivance of any kind (including a passkey or skeleton key), was used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful entry was achieved without force through an unlocked door or window. If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through "Force."

A6.10.1.6.4.1.18. **(AFMC)** Number of Premises Entered: This data element is used only if the crime is Burglary/B&E and the "Hotel Rule" is applicable. In such cases, the number (01-99) of structures (premises) entered is to be reported. In the Summary Reporting System, the Hotel Rule is applied to only temporary lodgings. It states: If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense. The hotel rule may include military living quarters with multiple dwelling units. For example, if 6 BEQs are entered at the same time, it should be reported as one incident. The Hotel Rule has been expanded to include rental storage facilities, i.e., "Mini-Storage" and "Self-Storage" buildings. Therefore, this data element is to be used if the offense is Burglary/B&E and either "Hotel/Motel/etc." or "Rental Storage Facility" is entered into Location Type. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in this data element.

A6.10.1.6.4.1.19. **(AFMC)** Page number: Enter the report's total number of pages, i.e., 1 of 8, 1 of 6, etc. Page numbers will depend on the number of offenders, victims, witnesses and length of narrative.

A6.10.1.7. (AFMC) PAGE 2 (Figure A6.17)

A6.10.1.7.1. (AFMC) SECTION III OFFENDER: If there is more than one offender, add pages for any additional offenders.

A6.10.1.7.1.1. (AFMC) Suspect: Mark this block if the offender is suspected of a crime (not enough probable cause to apprehend).

A6.10.1.7.1.2. (AFMC) Subject: Mark this block if the offender is the subject of a crime (enough probable cause to apprehend).

A6.10.1.7.1.3. (AFMC) Offender Identified: Assigned a sequence number from 01 to 99 to each offender. If nothing is known about the offender(s), enter "00" into this data element and leave the rest of the segment blank. (Applies to both suspects and subjects)

A6.10.1.7.1.4. (AFMC) Name, Last: Enter the last name.

A6.10.1.7.1.5. (AFMC) Name, First: Enter the first name.

A6.10.1.7.1.6. (AFMC) Name, Middle: Enter the middle name.

A6.10.1.7.1.7. (AFMC) Name, Cadency: Enter the Cadency (Jr., Sr. and III) name, if applicable.

A6.10.1.7.1.8. (AFMC) Grade: Enter offender's grade

A6.10.1.7.1.9. (AFMC) Name, Alias/Nickname: Enter any alias or nickname, if applicable.

A6.10.1.7.1.10. (AFMC) Driver's License Number: Enter the driver's license number.

A6.10.1.7.1.11. (AFMC) Driver's License Source: Enter the state issuing the driver's license.

A6.10.1.7.1.12. (AFMC) SSN/Alien registration Designator & SSN/Alien registration: Enter the following codes followed by the appropriate number.

A6.10.1.7.1.12.1. (AFMC) "I"= Foreign country identification card numbers

A6.10.1.7.1.12.2. (AFMC) "S"= SSN

A6.10.1.7.1.12.3. (AFMC) "R"= Alien registration numbers.

A6.10.1.7.1.13. (AFMC) Date of birth (YYYYMMDD): Enter the date of birth.

A6.10.1.7.1.14. (AFMC) Age: Enter age of offender.

A6.10.1.7.1.15. (AFMC) City of birth: Enter the city the offender was born in.

A6.10.1.7.1.16. (AFMC) State of birth: Enter the state the offender was born in.

A6.10.1.7.1.17. (AFMC) Country of birth: Enter the country the offender was born in.

A6.10.1.7.1.18. (AFMC) Current street address: Enter offender's street address or apartment number.

A6.10.1.7.1.19. (AFMC) City: Enter the city the offender resides in.

A6.10.1.7.1.20. (AFMC) State: Enter the state the offender resides in.

A6.10.1.7.1.21. (AFMC) Zip: Enter the zip code the offender resides in.

A6.10.1.7.1.22. (AFMC) Organization/Employer/Sponsor's name & grade: Enter the organization of the offender. If the offender is a family member, enter the sponsor's name, grade and organization.

A6.10.1.7.1.23. (AFMC) Work Phone: Enter the offender's work phone. If offender is a family member, enter the sponsor's work phone.

A6.10.1.7.1.24. (AFMC) Home Phone: Enter the offender's home phone.

A6.10.1.7.1.25. (AFMC) Service: Mark the appropriate service. Allowable codes are:

Army	Coast Guard
Air Force	Public Health
Marine Corps	Navy

National Oceanic and Atmospheric Administration

A6.10.1.7.1.26. (AFMC) Component: Mark the appropriate component, Regular, Reserve or National Guard, if applicable.

A6.10.1.7.1.27. (AFMC) Personal Status: Mark the appropriate status; FEDERAL CIVIL SERVANT, UNIFORMED SERVICE RETIREE - FEDERAL CONTRACTOR, UNIFORMED SERVICE FAMILY MEMBER or OTHER, if applicable. OTHER can be used to identify civilians, family member's wife, son or daughter, etc.

A6.10.1.7.1.28. (AFMC) Hair Color: Enter offender's hair color.

A6.10.1.7.1.29. (AFMC) Eye Color: Enter offender's eye color.

A6.10.1.7.1.30. (AFMC) Height: Enter the height of the offender in inches.

A6.10.1.7.1.31. (AFMC) Weight: Enter the weight of the offender in pounds.

A6.10.1.7.1.32. (AFMC) How Dressed: Enter how the offender was dressed. (Military or Civilian and condition of clothing)

A6.10.1.7.1.33. (AFMC) Identifying mark: Place an "X" in the appropriate location if offender has any identifying marks.

A6.10.1.7.1.34. (AFMC) Identifying mark description: Enter a short description of any tattoos, scars or marks (for example, a flower, 3 inch scar, etc.)

A6.10.1.7.1.35. (AFMC) Race: Mark the appropriate block.

A6.10.1.7.1.36. (AFMC) Sex: Self-explanatory.

A6.10.1.7.1.37. (AFMC) Apprehension date (YYYYMMDD): Enter the date of apprehension.

A6.10.1.7.1.38. **(AFMC)** Type of Apprehension/Detention: Allowable codes are: On-View Arrest, Summons or Taken into Custody. This data element indicates the type of apprehension. On-View Arrest includes arrests when the offender is taken into custody without a warrant or previous incident report. Summoned/cited type is not taken into custody. Taken into custody arrest types are based on warrant and/or previously submitted incident report.

A6.10.1.7.1.39. **(AFMC)** Detention type: This data element indicates whether the detention is DoD or another government agency. Any agency outside DoD is considered Non-uniformed service.

A6.10.1.7.1.40. **(AFMC)** Juvenile Disposition: Juvenile is defined as a person under 18 years of age.

A6.10.1.7.1.41. **(AFMC)** Multiple incident cleared (completed by S5R or S2I): This data element indicates whether or not the apprehension of the offender resulted in the clearance of more than one previously reported incident within the jurisdiction served by the reporting agency. If so, it is important to indicate there was only one offender responsible for the multiple clearances. This is done by entering "Multiple" into all but one of the offender segments and by entering "First Record of Multiple" into the remaining offender Segment.

A6.10.1.7.1.42. **(AFMC)** Offender used:

A6.10.1.7.1.42.1. **(AFMC)** Alcohol: This data element indicates whether the offender was suspected of consuming alcohol. For example, witnesses to an assault reported the victim and offender were in a bar drinking beer when an argument broke out and the offender attacked the victim with a knife.

A6.10.1.7.1.42.2. **(AFMC)** Drugs: This data element indicates whether the offender was suspected of using drugs.

A6.10.1.7.1.42.3. **(AFMC)** Computer equipment: This data element indicates whether the offender was suspected of using computer equipment to perpetrate the crime. Larceny of computer equipment should not be included in this element.

A6.10.1.7.1.42.4. **(AFMC)** Not applicable: Self-explanatory.

A6.10.1.7.1.43. **(AFMC)** Type weapon/force used: This data element indicates whether the offender was armed with a commonly known weapon at the time of his/her apprehension. If a gun is involved, enter A= Fully Automatic, M= Manual or S= Semi-Automatic, in the appropriate block.

A6.10.1.7.1.44. **(AFMC)** Page number: Enter the appropriate page number. If more than one offender is involved, add additional pages.

A6.10.1.8. **(AFMC)** Page 3/SECTION IV VICTIM, WITNESS and COMPLAINANT: There is only enough space for one victim, witness or complainant. If there is more than one victim, witness or complainant, add an additional page. (Figure A6.18.)

A6.10.1.8.1. **(AFMC)** Victim/witness/complainant category: Mark the appropriate category; victim, witness or complainant.

A6.10.1.8.1.1. (AFMC) Victims: Definition self-explanatory.

A6.10.1.8.1.2. (AFMC) Witness: Defined as a person that witnessed the crime but was not victimized by it.

A6.10.1.8.1.3. (AFMC) Complainants: Defined as a 3rd party person that didn't witness the crime nor is a victim of the crime. For example, a victim of a crime asks an innocent bystander (complainant) to call 911. In this case, the complainant is merely reporting a crime they didn't witness.

A6.10.1.8.1.4. (AFMC) NOTE: A person may seem to fall into two categories when they report a crime if they are a victim. For example, a person calls and reports their car was stolen from the BX parking lot. It would appear they are a victim and complainant since they are reporting it stolen. Always categorize this type of person as a victim. Remember complainants are third party personnel that are not victims or witnesses.

A6.10.1.8.2. (AFMC) DD Form 2701 Issued: Used for victims and witnesses. Mark the appropriate block, Yes or No.

A6.10.1.8.3. (AFMC) Victim Identifier: Assigned a sequence number from "001" to "999" to each victim involved in the incident (Victims only).

A6.10.1.8.4. (AFMC) Name, last: Enter the last name of victim, witness or complainant.

A6.10.1.8.5. (AFMC) Name, first: Enter the first name of victim, witness or complainant.

A6.10.1.8.6. (AFMC) Middle initial: Enter the middle initial of victim, witness or complainant.

A6.10.1.8.7. (AFMC) Grade: Enter grade of victim, witness or complainant.

A6.10.1.8.8. (AFMC) SSN: Enter Social Security Number of victim, witness or complainant.

A6.10.1.8.9. (AFMC) Date of birth (YYYYMMDD): Enter the date of birth of victim, witness or complainant.

A6.10.1.8.10. (AFMC) Age: Enter age of victim, witness or complainant.

A6.10.1.8.11. (AFMC) Current Street Address: Enter street address or apartment number of victim, witness or complainant.

A6.10.1.8.12. (AFMC) City: Enter city the victim, witness or complainant resides in.

A6.10.1.8.13. (AFMC) State: Enter the state the victim, witness or complainant resides in.

A6.10.1.8.14. (AFMC) Zip code: Enter the 9-digit (if known) zip code the victim, witness or complainant resides in.

A6.10.1.8.15. **(AFMC)** Organization/employer/sponsor's name & grade: Enter the organization of the victim, witness or complainant. If the victim, witness or complainant is a family member, enter the sponsor's name, grade and organization.

A6.10.1.8.16. **(AFMC)** Work phone: Enter the victim, witness or complainant's work phone. If victim, witness or complainant is a family member enter sponsor's work phone.

A6.10.1.8.17. **(AFMC)** Home phone: Enter the victim, witness or complainant's home phone.

A6.10.1.8.18. **(AFMC)** Service: Enter the appropriate service. Allowable codes are:

Army	Coast Guard
Air Force	Public Health
Marine Corps	Navy
National Oceanic and Atmospheric Administration	

A6.10.1.8.19. **(AFMC)** Component: Enter Uniformed Service Component; Regular, Reserve or National Guard, if applicable.

A6.10.1.8.20. **(AFMC)** Type of Victim (VICTIM ONLY): Only one block can be marked for each victim. For example, during a bank robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol-whipped a customer who stood in his way as he made his escape from the bank. There were three victims; i.e., the bank, the teller and the pistol-whipped customer. Therefore, their codes should be entered into their respective Victim Segments. The victim type must agree with the offense information. For example, assault offenses should have Victim Type = "I". Allowable codes are:

Individual	Government
Business	
Financial	Religious Org
Society/Public	

A6.10.1.8.21. **(AFMC)** Personal Status: Enter Federal Civil Servant, Uniformed Service Retiree, Federal Contractor, Uniformed Service Family Member or Other to identify the status.

A6.10.1.8.22. **(AFMC)** Race (VICTIM ONLY): Enter the offender's race. Allowable codes are:

American	White	Black
Indian	Hispanic	
Unknown	Asian/Pacific Islander	

A6.10.1.8.23. **(AFMC)** Sex (VICTIM ONLY): Self-explanatory.

A6.10.1.8.24. **(AFMC)** Relationship of victim to offender (VICTIM ONLY): This data element is used to show the relationship of the victim to offender(s). Mark the appropriate block with an X. If there is more than one offender, enter offender number in the block. Additionally, offender's numbers are used to associate the victims' involvement with the offense identifier, offense statutory basis, offense result, offense involvement and bias motivation from the codes listed on page 1 of the form.

A6.10.1.8.25. **(AFMC)** Justifiable homicide circumstances code (VICTIM ONLY): This data element describes the circumstances of a justifiable homicide. Therefore, it is used only for Justifiable Homicide, (i.e., when either Criminal Killed by Private Citizen or Criminal Killed by Police Officer was entered into Aggravated Assault/Homicide Circumstances). Refer to table 1, Section IV, AF FM 3545 for justifiable homicide codes. (Entered by S5R or S2I after an investigation.)

A6.10.1.8.26. **(AFMC)** Injury type codes (VICTIM ONLY): This data element describes the type(s) of bodily injury suffered by a person (i.e., Individual was entered into Victim Type) who was the victim of one or more of the following offenses: (Refer to table 2, Section IV, AF FM 3545 for injury codes.)

A6.10.1.8.27. **(AFMC)** Aggravated assault/homicide circumstances codes (VICTIM ONLY): This data element describes the circumstances of either an aggravated assault or a homicide. Therefore, it is to be used only with Aggravated Assault and Homicide Offenses. Refer to table 3, Section IV, AF FM 3545, for aggravated assault/homicide codes. (Entered by S5R or S2I after an investigation.)

A6.10.1.8.28. **(AFMC)** Page number: Enter the appropriate page number. Add additional records if more than one victim, witness or complainant were involved in the incident.

A6.10.1.9. **(AFMC)** Page 4 SECTION V PROPERTY (**Figure A6.19**)

A6.10.1.9.1. **(AFMC)** Property description: This data element describes the property that was burned, counterfeited, destroyed/damaged/vandalized, recovered, seized or stolen. Refer to table 4 of Section V, AF Form 3545, for the allowable codes.

A6.10.1.9.2. **(AFMC)** Serial number: Self-explanatory.

A6.10.1.9.3. **(AFMC)** Security: Enter "S" for secured or "U" for unsecured. This data element specifies the level of security of the property.

A6.10.1.9.4. **(AFMC)** Loss Code: This data element describes the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. (Refer to table 5, section V, AF Form 3545 for property loss codes.)

A6.10.1.9.5. **(AFMC)** Quantity: This data element reports the number (up to 999,999,999) of items listed in the property description column. Leave this column blank on: Drugs/narcotics, Money, Negotiable Instruments and Nonnegotiable Instruments.

A6.10.1.9.6. **(AFMC) Ownership:** This data element describes whether the government or a private individual owns the property. (Refer to table 6, section V, AF FM 3545 for ownership codes.)

A6.10.1.9.7. **(AFMC) Value:** Enter the total dollar value (up to \$999,999,999) of the property which was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident. If the value is unknown, enter one dollar (\$1.00) which means unknown; i.e., "1" = Unknown. The following guidelines should be used to report the value of property:

A6.10.1.9.7.1. **(AFMC) Use **fair market value**** for articles subject to depreciation because of wear and tear, age or other factors that cause the value to decrease with use.

A6.10.1.9.7.2. **(AFMC) Use **cost to the merchant**** (wholesale cost) of goods recovered, seized and stolen, dollar etc., from retail establishments, warehouses, etc. In other words, use the value representing the actual cash loss to the victim without any markup or profit added.

A6.10.1.9.7.3. **(AFMC) Use victim's valuation** of items such as jewelry, watches and other similar goods that decrease in value slightly or not at all with use or age.

A6.10.1.9.7.4. **(AFMC) Use replacement cost or actual cash cost to victim** for new or almost new clothes, auto accessories, bicycles, etc.

A6.10.1.9.7.5. **(AFMC) When the victim obviously exaggerates the value** of stolen/destroyed/damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

A6.10.1.9.7.6. **(AFMC) For government property, use fair market value** for articles subject to depreciation. Use replacement cost for other types of property.

A6.10.1.9.7.7. **(AFMC) In most instances, accept the victim's valuation.** The theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded. Again, "hair-splitting" refinements are unnecessary. Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc. Values should be rounded to the nearest whole dollar. Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of the theft. If the value has increased by the time the property is recovered, the recovery value should not exceed its value at the time it was stolen.

A6.10.1.9.7.8. **(AFMC) If drugs or narcotics were seized in a drug case, no value is to be entered into this data element, but the estimated quantity of the drugs/narcotics is to be reported.** Therefore, when the offense is Drug/Narcotic violations, "Seized" was entered into Property Loss/etc, and "Drugs/ Narcotics"

was entered into Property Description. No value is to be entered into this data element and Drug Code, Drug Quantity and Type Drug Measure are to be used instead. However, when drugs or narcotics are involved in other types of crime (e.g., they were stolen through burglary, robbery, theft, etc. or destroyed by arson) their value is to be entered into this data element and Drug Code, Drug Quantity and Type Drug Measure are blank.

A6.10.1.9.8. **(AFMC)** Date recovered (YYYYMMDD): Enter the date the stolen property was recovered. Accordingly, this data element is used only if Recovered is entered into Data Element Type Property Loss/Etc. If there is more than one date of recovery for the same "Property Description," enter the earliest date. If the recovery date is unknown, enter the date of the report.

A6.10.1.9.9. **(AFMC)** Date returned (YYYYMMDD): When previously stolen property is returned, the date of return is entered in this data element. Accordingly, this data element is used only if Recovered or Seized is entered into Data Element Property Loss/Etc.

A6.10.1.9.10. **(AFMC)** Drug code: This data element is used to identify the types of drugs or narcotics seized in a drug case. Refer to table 7, Section V, AF FM 3545 for drug codes.

A6.10.1.9.11. **(AFMC)** Drug quantity: This data element indicates the estimated quantity (up to 999,999,999) of drugs or narcotics seized in a drug case. This data element is not used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

A6.10.1.9.12. **(AFMC)** Drug measurement: This data element indicates the type of measurement used in quantifying drugs or narcotics seized in a drug case. This data element is not used when drugs or narcotics were stolen, burned, etc. (Refer to table 8, section V, AF FM 3545 for drug measurement codes).

A6.10.1.9.13. **(AFMC)** SECTION VI SECURITY FORCE MEMBER AT INCIDENT: Self-explanatory.

A6.10.1.9.14. **(AFMC)** Enclosures: List all statements, photographs and receipts associated with the report.

A6.10.1.9.15. **(AFMC)** SECTION VII ADMINISTRATIVE DISPOSITION (FOR S5R USE ONLY)

A6.10.1.9.15.1. **(AFMC)** Referred to: Self-explanatory.

A6.10.1.9.15.2. **(AFMC)** Number of victims notified (S5R USE ONLY): Self-explanatory.

A6.10.1.9.15.3. **(AFMC)** Number of witnesses notified (S5R USE ONLY): Self-explanatory.

A6.10.1.9.15.4. **(AFMC)** Distribution: Self-explanatory.

A6.10.1.9.15.5. **(AFMC)** Incident clearance reason code (S5R USE ONLY). This data element indicates why the incident was cleared. If the incident is not cleared by "Unfounded "or" Arrest", then the incident is considered to be

exceptionally cleared. In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest; i.e., if an offender segment was or is being submitted. In order to clear an offense by exceptional means, the following four conditions must be met: (1) the investigation must have clearly and definitely established the identity of at least one offender; (2) sufficient probable cause must have been developed to support the arrest, charging and prosecution of the offender; (3) the exact location of the offender must be known so an arrest could be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest. If blank, this data element will be recorded to "Not Applicable."

A6.10.1.9.15.6. (AFMC) Exceptional clearance date YYYYMMDD (S5R USE ONLY): If an incident was cleared by exceptional means, enter the date when the incident was cleared. If Incident Clearance Reason contains the values A-E, this field is required. The clearance date cannot be earlier than the incident date.

A6.10.1.9.15.7. (AFMC) Page number: Enter the appropriate page number.

A6.10.1.10. (AFMC) Page 5/SECTION VIII COMMANDER'S ACTION SEGMENT (FOR S5R AND COMMANDER'S USE ONLY) ([Figure A6.20](#)).

A6.10.1.11. (AFMC) Page 6/NARRATIVE: Document the details of the incident; who, what, when, where and how. Include attitude at time of apprehension and give details if uncooperative. Additionally, use the narrative section to continue any section on the form and to further explain the incident. Use of other products in lieu of the narrative page is authorized. At the end of the narrative, four lines down, put in the security forces member's signature block, then another four lines down put in the flight leader/flight sergeant's signature block ([Figure A6.21](#)).

A6.10.1.12. (AFMC) GENERAL COMMENTS: If sections or blocks don't apply, simply leave blank.

Figure A6.16. AF Form 3545, Incident Report, Page 1.

INCIDENT REPORT				ORI NUMBER		CASE NUMBER (SFAR use only)			
PRIVACY ACT STATEMENT									
<p>AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3103; and EO 9307</p> <p>PRINCIPAL PURPOSE: Used to record information and details of criminal activity which may require investigative action by commanders, supervisor, security forces, AFOSI special agents, etc. Used to provide information to the appropriate individuals within DoD organizations who ensure that proper legal and administrative action is taken.</p> <p>ROUTINE USES: Information may be disclosed to local, county, state and federal law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings.</p> <p>DISCLOSURE IS VOLUNTARY: SSN is used to positively identify the individual making the statement and as a conduit to check past criminal activity records.</p>									
SECTION I. INCIDENT NOTIFICATION									
DATE REC'D		TIME REC'D (24 Hour)		HOW COMPLAINT RECEIVED (911, radio, telephone, in person, etc.)					
20100527		1215		Telephone					
SECTION II - OFFENSE									
INCIDENT OCCURRED BETWEEN:		DATE		TIME(24 HOUR)		AND DATE		TIME(24 HOUR)	
		20100527		1200		20100527		1225	
OFFENDER NO.	OFFENSE IDENTIFIER	OFFENSE STATUTORY BASIS	OFFENSE RESULT	INVOLVEMENT	BIAS CODE	LOCATION/ADDRESS		IN U.S. (Y/N)	SECTOR
01	UCMJ Art 128/Assault	A	B	P		Rm 210, Bldg 100		Y	1
OFFENSE STATUTORY CODES: A=UCMJ; B=NON CRIMINAL FATALITY (HIGH INTEREST); C=STATE; D=LOCAL; E=FOREIGN; F=FEDERAL, NON UCMJ OFFENSE RESULT CODES: A=ATTEMPTED; B=COMPLETED INVOLVEMENT CODES: P=PRINCIPLE; A=ACCESSORY; C=CONSPIRACY; S=SOLICIT BIAS MOTIVATION CODES: AV=Anti White AT=Anti Pacific Islander AY=Anti Other Religions AG=Anti Bisexual AH=Anti Black AZ=Anti Other Ethnicity AS=Anti Multi Religious Group AX=Unknown Bias AD=Anti Arab AR=Anti Multi Racial Group AA=Anti Agnostic BA=Anti Mental Disability AM=Anti Hispanic AO=Anti Jewish AW=Anti Homosexual BB=Anti Physical Disability AC=Anti American Indian AI=Anti Catholic AQ=Anti Male Homosexual AB=Anti Alaskan AN=Anti Islamic (Moslem) AK=Anti Female Homosexual AE=Anti Asian AU=Anti Protestant AL=Anti Heterosexual									
LOCATION OF OFFENSE									
<input type="checkbox"/> Exchange/Dept/Discount Store	<input type="checkbox"/> Air/Bus/Train Terminal	<input type="checkbox"/> Corrections Facility/Jail/Prison	<input type="checkbox"/> Dining Facility/Restaurant						
<input type="checkbox"/> Bank/Credit Union	<input type="checkbox"/> Hospital/Clinic	<input type="checkbox"/> Lake/Waterway/Ocean	<input type="checkbox"/> School (Elem, High)/College						
<input type="checkbox"/> NCO Club/Officer Club/Bar	<input type="checkbox"/> Training Area/Field/Woods	<input type="checkbox"/> Construction Site	<input type="checkbox"/> Specialty Store/Concessionaire						
<input type="checkbox"/> Highway/Road/Alley	<input type="checkbox"/> Government/Public Building	<input type="checkbox"/> Motor Pool/Parking Lot/Garage	<input type="checkbox"/> On Board Ship						
<input type="checkbox"/> VAQ/VOQ/TLQ/Hotel	<input type="checkbox"/> Commissary/Grocery Store	<input type="checkbox"/> Service/Gas Station	<input type="checkbox"/> Other (Specify)						
<input type="checkbox"/> Class VI/Liquor Store	<input type="checkbox"/> Church/Synagogue/Temple	<input type="checkbox"/> Rental/Storage Facility							
<input type="checkbox"/> Shoppette/Convenience Store	<input type="checkbox"/> Commercial/Office Building	<input checked="" type="checkbox"/> Quarters/Dorm/BOQ/BEQ							
<input type="checkbox"/> Child Care Facility	<input type="checkbox"/> Recreation Area/Park	<input type="checkbox"/> Training/Service School							
TYPE OF CRIMINAL ACTIVITY ("X" Up to three.)								ALL ILLEGAL ENTRIES (X)	
<input type="checkbox"/> Buying/Receiving		<input type="checkbox"/> Operating/Promoting/Assisting		<input type="checkbox"/> Forced					
<input type="checkbox"/> Cultivating/Manufacturing		<input type="checkbox"/> Possessing/Concealing		<input type="checkbox"/> No Force					
<input type="checkbox"/> Distributing/Selling		<input type="checkbox"/> Transporting/Importing				Number of Premises Entered			
<input type="checkbox"/> Exploiting Children		<input type="checkbox"/> Using/Consuming							

Figure A6.17. AF Form 3545, Incident Report, Page 2.

SECTION III - OFFENDER									
<input type="checkbox"/> SUSPECT				<input checked="" type="checkbox"/> SUBJECT				OFFENDER IDENTIFIED: 01	
LAST NAME BLAKE		FIRST SCOTT		MIDDLE NAME FRANCIS		NAME CADCENCY (Jr, Sr)		GRADE E-6	
ALIAS(AKA) LAST NAME		FIRST STINKY		DRIVER'S LICENSE NO. 1234567M2		DRIVER'S LICENSE SOURCE Missouri			
SSN/ALIEN REGISTRATION DESIGNATION AND NUMBER (I, S, OR R) S345-67-8912		DOB 19720102	AGE 37	CITY OF BIRTH Miami		STATE OF BIRTH FL		COUNTRY OF BIRTH USA	
CURRENT STREET ADDRESS (Include Apartment Number) 9211 W. State St				CITY Dayton		STATE OH		ZIP 45431	
ORGANIZATION/EMPLOYER/SPONSOR'S NAME AND GRADE 88 FSS, Wright-Patterson AFB, OH						WORK TELEPHONE 787-1279		HOME TELEPHONE 937-912-0346	
SERVICE						COMPONENT			
<input type="checkbox"/> Army		<input type="checkbox"/> Marine Corp		<input type="checkbox"/> Public Health		<input checked="" type="checkbox"/> Regular			
<input type="checkbox"/> Navy		<input type="checkbox"/> Coast Guard				<input type="checkbox"/> Reserve			
<input checked="" type="checkbox"/> Air Force		<input type="checkbox"/> National Oceanic and Atmospheric Administration				<input type="checkbox"/> National Guard			
PERSONAL STATUS				HAIR COLOR Brown		EYE COLOR Brown		HEIGHT 69"	
<input type="checkbox"/> Federal Civil Servant		<input type="checkbox"/> Uniformed Service Retired						WEIGHT 175	
<input type="checkbox"/> Federal Contractor		<input type="checkbox"/> Unknown		HOW DRESSED (Military or civilian, and condition of clothing.)					
<input type="checkbox"/> Uniformed Service Family Member		<input type="checkbox"/> Other (Specify)							
<input type="checkbox"/> Scalp		<input type="checkbox"/> Neck		<input type="checkbox"/> Left Lower Arm		<input checked="" type="checkbox"/> Right Hand		<input type="checkbox"/> Left Hip	
<input type="checkbox"/> Face		<input type="checkbox"/> Right Shoulder		<input type="checkbox"/> Right Lower Arm		<input type="checkbox"/> Back		<input type="checkbox"/> Right Hip	
<input type="checkbox"/> Left Eye		<input type="checkbox"/> Left Shoulder		<input type="checkbox"/> Left Wrist		<input type="checkbox"/> Chest		<input type="checkbox"/> Left Upper Leg	
<input type="checkbox"/> Right Eye		<input type="checkbox"/> Left Upper Arm		<input type="checkbox"/> Right Wrist		<input type="checkbox"/> Abdomen		<input type="checkbox"/> Right Upper Leg	
<input type="checkbox"/> Teeth Set		<input type="checkbox"/> Right Upper Arm		<input type="checkbox"/> Left Hand		<input type="checkbox"/> Buttocks		<input type="checkbox"/> Left Lower Leg	
								<input type="checkbox"/> Right Lower Leg	
								<input type="checkbox"/> Left Ankle	
								<input type="checkbox"/> Right Ankle	
								<input type="checkbox"/> Left Foot	
								<input type="checkbox"/> Right Foot	
IDENTIFYING MARK DESCRIPTION (i.e., Flower, 3-inch scar, etc.)									
Individual has approximate 3-inch scar on back of right hand starting from the ring finger extending towards the wrist									
RACE		SEX		APPREHENSION DATE 20100527					
<input type="checkbox"/> American Indian		<input checked="" type="checkbox"/> White		<input checked="" type="checkbox"/> Male		TYPE OF APPREHENSION/DETENTION			
<input type="checkbox"/> Asian/Pacific Islander		<input type="checkbox"/> Hispanic		<input type="checkbox"/> Female		<input checked="" type="checkbox"/> ON VIEW <input type="checkbox"/> SUMMONS <input type="checkbox"/> TAKEN INTO CUSTODY			
<input type="checkbox"/> Black		<input type="checkbox"/> Unknown		<input type="checkbox"/> Unknown		DETENTION TYPE			
						<input type="checkbox"/> NON-UNIFORMED SERVICE <input checked="" type="checkbox"/> UNIFORMED SERVICE			
<input type="checkbox"/> JUVENILE DISPOSITION (If Applicable)				<input type="checkbox"/> MULTIPLE INCIDENTS CLEARED					
<input type="checkbox"/> HANDLED WITHIN DEPARTMENT				<input type="checkbox"/> FIRST RECORD OF MULTIPLE					
<input type="checkbox"/> REFERRED TO OTHER AGENCIES				<input type="checkbox"/> MULTIPLE RECORDS					
OFFENDER USED (X)		TYPE WEAPON/FORCE USED (X up to Three) Firearm Codes: A-Fully Automatic, M-Manual, S-Semi-automatic							
<input checked="" type="checkbox"/> Alcohol		<input type="checkbox"/> Handgun		<input type="checkbox"/> Blunt Object		<input type="checkbox"/> Explosives		<input type="checkbox"/> Firearm Unknown	
<input type="checkbox"/> Drugs/Narcotics		<input type="checkbox"/> Rifle		<input type="checkbox"/> Motor Vehicle		<input type="checkbox"/> Fire/Incendiary		<input type="checkbox"/> Knife/Cutting Tool	
<input type="checkbox"/> Computer Equipment		<input type="checkbox"/> Shotgun		<input type="checkbox"/> Personal Weapon		<input type="checkbox"/> Narcotic/Drug		<input type="checkbox"/> Club/Blackjack/Brass Knuckles	
<input type="checkbox"/> Not Applicable		<input type="checkbox"/> Bow and Arrow/Crossbow		<input type="checkbox"/> Poison		<input type="checkbox"/> Asphyxiation		<input type="checkbox"/> Unarmed	
								<input checked="" type="checkbox"/> Other (Specify)	

Figure A6.18. AF Form 3545, Incident Report, Page 3.

SECTION IV - VICTIM, WITNESS, COMPLAINANT							
<input checked="" type="checkbox"/> VICTIM				<input type="checkbox"/> WITNESS		<input type="checkbox"/> COMPLAINANT	
DD2701 ISSUED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				VICTIM IDENTIFIER:			
LAST NAME CARLSON		FIRST RYAN		MI B	GRADE E-5	SSN 678-91-2345	DOB 19790210 AGE 31
CURRENT STREET ADDRESS (Include Apartment Number) 124 Northwestern Ave				CITY Dayton		STATE OH	ZIP CODE 45433
ORGANIZATION/EMPLOYER/SPONSOR'S NAME AND GRADE 88 FSS, Wright-Patterson AFB, OH						WORK TELEPHONE (312) 787-0137	HOME TELEPHONE (937) 912-7773
SERVICE						COMPONENT	
<input type="checkbox"/> Army		<input type="checkbox"/> Marine Corp		<input type="checkbox"/> Public Health		<input checked="" type="checkbox"/> Regular	
<input type="checkbox"/> Navy		<input type="checkbox"/> Coast Guard				<input type="checkbox"/> Reserve	
<input checked="" type="checkbox"/> Air Force		<input type="checkbox"/> National Oceanic and Atmospheric Administration				<input type="checkbox"/> National Guard	
TYPE OF VICTIM		PERSONAL STATUS		RACE		SEX	
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Government		<input type="checkbox"/> Federal Civil Servant <input type="checkbox"/> Uniformed Service Retired		<input type="checkbox"/> American Indian <input checked="" type="checkbox"/> White		<input checked="" type="checkbox"/> Male	
<input type="checkbox"/> Business <input type="checkbox"/> Religious Org'n		<input type="checkbox"/> Federal Contractor <input type="checkbox"/> Unknown		<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic		<input type="checkbox"/> Female	
<input type="checkbox"/> Financial <input type="checkbox"/> Society/Public		<input type="checkbox"/> Uniformed Service Family Member <input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Black <input type="checkbox"/> Unknown		<input type="checkbox"/> Unknown	
RELATIONSHIP OF VICTIM TO OFFENDER (If more than one offender enter Offender Number)							
<input type="checkbox"/> Spouse		<input type="checkbox"/> Grandparent		<input type="checkbox"/> Stepsibling		<input type="checkbox"/> Babysitter (Baby) <input type="checkbox"/> Employee <input type="checkbox"/> Victim Was Offender	
<input type="checkbox"/> Common Law Spouse		<input type="checkbox"/> Grandchild		<input type="checkbox"/> Extended Family Member		<input type="checkbox"/> Love Interest <input type="checkbox"/> Employer	
<input type="checkbox"/> Parent		<input type="checkbox"/> Parent-in-Law		<input checked="" type="checkbox"/> Acquaintance		<input type="checkbox"/> Child of Love Interest <input type="checkbox"/> Otherwise Known	
<input type="checkbox"/> Sibling		<input type="checkbox"/> Stepparent		<input type="checkbox"/> Friend		<input type="checkbox"/> Homosexual Relationship <input type="checkbox"/> Stranger	
<input type="checkbox"/> Child		<input type="checkbox"/> Stepchild		<input type="checkbox"/> Neighbor		<input type="checkbox"/> Ex-Spouse <input type="checkbox"/> Relationship Unknown	
JUSTIFIABLE HOMICIDE CIRCUMSTANCES CODES (Select from TABLE 1 below for Victims only.)						X	
INJURY TYPE CODES (Select from TABLE 2 below for Victims only.)				M			
AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCE CODES (Select from TABLE 3 below for Victims only.)						X	
TABLE 1 - JUSTIFIABLE HOMICIDE CIRCUMSTANCES CODES A = Criminal Attacked Police Officer and that Officer Killed Criminal B = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer C = Criminal Attacked a Civilian D = Criminal Attempted Flight from a Crime E = Criminal Killed in Commission of a Crime F = Criminal Resisted Arrest G = Unable to Determine X = None				TABLE 2 - INJURY TYPE CODES B = Apparent Broken Bones I = Possible Internal Injury L = Severe Laceration M = Apparent Minor Injury O = Other Major Injury T = Loss of Teeth U = Unconsciousness X = None			
TABLE 3 - AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES CODES							
01 = Argument		06 = Domestic Quarrel		30 = Child Playing with Weapon		31 = Gun-Cleaning Accident	
02 = Assault on LE Officer		07 = Mercy Killing		32 = Hunting Accident		33 = Other Negligent Weapon Handling	
03 = Drug Dealing		08 = Other Felony Involved		34 = Other Negligent Killing		99 = None	
04 = Gangland		20 = Criminal Killed by Private Citizen					
05 = Juvenile Gang		21 = Criminal Killed by Police Officer					

Figure A6.19. AF Form 3545, Incident Report, Page 4.

SECTION V - PROPERTY (Use Tables 4 - 8 below to complete this section. Use Narrative if more space is needed.)																																																							
DESCRIPTION	SERIAL NUMBER	SECURITY (U or S)	LOSS CODE	QUANTITY	OWNERSHIP	VALUE	DATE RECOVERED	DATE RETURNED	DRUG CODE	DRUG QUANTITY	DRUG MEASUREMENT																																												
<p align="center">TABLE 4 - PROPERTY DESCRIPTION CODES</p> <table border="0"> <tr> <td>01 - Aircraft</td> <td>12 - Farm Equipment</td> <td>23 - Office-Type Equipment</td> <td>33 - Structures - Public/Community</td> </tr> <tr> <td>02 - Alcohol</td> <td>13 - Firearms</td> <td>24 - Other Motor Vehicles</td> <td>34 - Structures - Storage</td> </tr> <tr> <td>03 - Automobile</td> <td>14 - Gambling Equipment</td> <td>25 - Purse/Handbag/Wallet</td> <td>35 - Structures - Other</td> </tr> <tr> <td>04 - Bicycle</td> <td>15 - Heavy Construction Equip.</td> <td>26 - Radio/TV/VCR</td> <td>36 - Tools - Power/Hand</td> </tr> <tr> <td>05 - Buses</td> <td>16 - Household goods</td> <td>27 - Recording - Audio/Visual</td> <td>37 - Trucks</td> </tr> <tr> <td>06 - Clothes/Furs</td> <td>17 - Jewelry/Precious Metals</td> <td>28 - Recreational Vehicle</td> <td>38 - Vehicle Parts/Accessories</td> </tr> <tr> <td>07 - Computer Hard/Software</td> <td>18 - Livestock</td> <td>29 - Structures - Single Occupancy</td> <td>39 - Watercraft</td> </tr> <tr> <td>08 - Consumable Goods</td> <td>19 - Merchandise</td> <td>30 - Structures - Other Dwellings</td> <td>77 - Grouped Items</td> </tr> <tr> <td>09 - Credit/Debit Cards</td> <td>20 - Money</td> <td>31 - Structures - Commer./Business</td> <td>88 - Pending Inventory</td> </tr> <tr> <td>10 - Drugs/Narcotics</td> <td>21 - Negotiable Instruments</td> <td>32 - Structures - Industrial/Manuf.</td> <td>99 - Fad Items</td> </tr> <tr> <td></td> <td>22 - Nonnegotiable Instruments</td> <td></td> <td></td> </tr> </table>												01 - Aircraft	12 - Farm Equipment	23 - Office-Type Equipment	33 - Structures - Public/Community	02 - Alcohol	13 - Firearms	24 - Other Motor Vehicles	34 - Structures - Storage	03 - Automobile	14 - Gambling Equipment	25 - Purse/Handbag/Wallet	35 - Structures - Other	04 - Bicycle	15 - Heavy Construction Equip.	26 - Radio/TV/VCR	36 - Tools - Power/Hand	05 - Buses	16 - Household goods	27 - Recording - Audio/Visual	37 - Trucks	06 - Clothes/Furs	17 - Jewelry/Precious Metals	28 - Recreational Vehicle	38 - Vehicle Parts/Accessories	07 - Computer Hard/Software	18 - Livestock	29 - Structures - Single Occupancy	39 - Watercraft	08 - Consumable Goods	19 - Merchandise	30 - Structures - Other Dwellings	77 - Grouped Items	09 - Credit/Debit Cards	20 - Money	31 - Structures - Commer./Business	88 - Pending Inventory	10 - Drugs/Narcotics	21 - Negotiable Instruments	32 - Structures - Industrial/Manuf.	99 - Fad Items		22 - Nonnegotiable Instruments		
01 - Aircraft	12 - Farm Equipment	23 - Office-Type Equipment	33 - Structures - Public/Community																																																				
02 - Alcohol	13 - Firearms	24 - Other Motor Vehicles	34 - Structures - Storage																																																				
03 - Automobile	14 - Gambling Equipment	25 - Purse/Handbag/Wallet	35 - Structures - Other																																																				
04 - Bicycle	15 - Heavy Construction Equip.	26 - Radio/TV/VCR	36 - Tools - Power/Hand																																																				
05 - Buses	16 - Household goods	27 - Recording - Audio/Visual	37 - Trucks																																																				
06 - Clothes/Furs	17 - Jewelry/Precious Metals	28 - Recreational Vehicle	38 - Vehicle Parts/Accessories																																																				
07 - Computer Hard/Software	18 - Livestock	29 - Structures - Single Occupancy	39 - Watercraft																																																				
08 - Consumable Goods	19 - Merchandise	30 - Structures - Other Dwellings	77 - Grouped Items																																																				
09 - Credit/Debit Cards	20 - Money	31 - Structures - Commer./Business	88 - Pending Inventory																																																				
10 - Drugs/Narcotics	21 - Negotiable Instruments	32 - Structures - Industrial/Manuf.	99 - Fad Items																																																				
	22 - Nonnegotiable Instruments																																																						
<p align="center">TABLE 5 - LOSS CODES</p> <table border="0"> <tr> <td>1 - None</td> <td>5 - Recovered</td> </tr> <tr> <td>2 - Burned</td> <td>6 - Seized</td> </tr> <tr> <td>3 - Counterfeited/Forged</td> <td></td> </tr> <tr> <td>4 - Damaged/Destroyed/Vandalized</td> <td></td> </tr> </table>						1 - None	5 - Recovered	2 - Burned	6 - Seized	3 - Counterfeited/Forged		4 - Damaged/Destroyed/Vandalized		<p align="center">TABLE 6 - OWNERSHIP CODES</p> <table border="0"> <tr> <td>A - U.S. Federal Government</td> <td>D - U. S. County Government</td> </tr> <tr> <td>B - U. S. State Government</td> <td>E - Foreign Government</td> </tr> <tr> <td>C - U. S. City Government</td> <td>F - Private Sector</td> </tr> </table>						A - U.S. Federal Government	D - U. S. County Government	B - U. S. State Government	E - Foreign Government	C - U. S. City Government	F - Private Sector																														
1 - None	5 - Recovered																																																						
2 - Burned	6 - Seized																																																						
3 - Counterfeited/Forged																																																							
4 - Damaged/Destroyed/Vandalized																																																							
A - U.S. Federal Government	D - U. S. County Government																																																						
B - U. S. State Government	E - Foreign Government																																																						
C - U. S. City Government	F - Private Sector																																																						
<p align="center">TABLE 7 - DRUG CODES</p> <table border="0"> <tr> <td>A - Crack Cocaine</td> <td>H - Other Narcotics</td> <td>N - Barbiturates</td> </tr> <tr> <td>B - Cocaine</td> <td>I - LSD</td> <td>O - Other Depressants</td> </tr> <tr> <td>C - Hashish</td> <td>J - PCP</td> <td>P - Other Drugs</td> </tr> <tr> <td>D - Heroin</td> <td>K - Other Hallucinogens</td> <td>Q - Steroids</td> </tr> <tr> <td>E - Marijuana</td> <td>L - Amphetamines/Methamphetamines</td> <td>U - Unknown Type</td> </tr> <tr> <td>F - Morphine</td> <td>M - Other Stimulants</td> <td>Drug</td> </tr> <tr> <td>G - Opium</td> <td></td> <td></td> </tr> </table>												A - Crack Cocaine	H - Other Narcotics	N - Barbiturates	B - Cocaine	I - LSD	O - Other Depressants	C - Hashish	J - PCP	P - Other Drugs	D - Heroin	K - Other Hallucinogens	Q - Steroids	E - Marijuana	L - Amphetamines/Methamphetamines	U - Unknown Type	F - Morphine	M - Other Stimulants	Drug	G - Opium																									
A - Crack Cocaine	H - Other Narcotics	N - Barbiturates																																																					
B - Cocaine	I - LSD	O - Other Depressants																																																					
C - Hashish	J - PCP	P - Other Drugs																																																					
D - Heroin	K - Other Hallucinogens	Q - Steroids																																																					
E - Marijuana	L - Amphetamines/Methamphetamines	U - Unknown Type																																																					
F - Morphine	M - Other Stimulants	Drug																																																					
G - Opium																																																							
<p align="center">TABLE 8 - DRUG MEASUREMENT CODES</p> <table border="0"> <tr> <td>GM - Gram</td> <td>OZ - Ounce</td> <td>ML - Milliliter</td> <td>FO - Fluid Ounce</td> <td>DU - Dosage Unit</td> </tr> <tr> <td>KG - Kilogram</td> <td>LB - Pound</td> <td>LT - Liter</td> <td>GL - Gallons</td> <td>NP - Number of Plants</td> </tr> </table>												GM - Gram	OZ - Ounce	ML - Milliliter	FO - Fluid Ounce	DU - Dosage Unit	KG - Kilogram	LB - Pound	LT - Liter	GL - Gallons	NP - Number of Plants																																		
GM - Gram	OZ - Ounce	ML - Milliliter	FO - Fluid Ounce	DU - Dosage Unit																																																			
KG - Kilogram	LB - Pound	LT - Liter	GL - Gallons	NP - Number of Plants																																																			
SECTION VI - SECURITY FORCE MEMBER AT INCIDENT (Use Narrative if more than four.)																																																							
SECURITY FORCE MEMBER #1 LAST NAME FIRST MI				SECURITY FORCE MEMBER #2 LAST NAME FIRST MI																																																			
PRICE ERIC B				ROBERTS CHAD M																																																			
GRADE		ORGANIZATION		OFFICE SYMBOL		GRADE		ORGANIZATION		OFFICE SYMBOL																																													
E-7		88 SFS		S3OB		E-6		88 SFS		S3OB																																													
SECURITY FORCE MEMBER #3 LAST NAME FIRST MI				SECURITY FORCE MEMBER #4 LAST NAME FIRST MI																																																			
GRADE		ORGANIZATION		OFFICE SYMBOL		GRADE		ORGANIZATION		OFFICE SYMBOL																																													
ENCLOSURES (Statements and receipts)																																																							
(4) - AF Form 1168, (1) - DD Form 2708, (2) - Digital photographs																																																							
SECTION VII - ADMINISTRATIVE DISPOSITION (FOR SFAF USE ONLY)																																																							
REFERRED TO		NUMBER OF VICTIMS NOTIFIED USING DD 2701				NUMBER OF WITNESSES NOTIFIED USING DD 2701																																																	
AFOSI																																																							
SFOI		DISTRIBUTION																																																					
LOCAL POLICE																																																							
OTHER																																																							
INCIDENT CLEARED REASON CODE (Select Code Below. Use Narrative if more than one offender.)										EXCEPTIONAL CLEARANCE DATE																																													
U - Unfounded A - Death of Offender C - Extradition Declined X - Arrest B - Prosecution Declined D - Victim Refused to Cooperate E - Juvenile, No Custody																																																							

Figure A6.20. AF Form 3545, Incident Report, Page 5.

SECTION VIII - COMMANDER'S SECTION							
FROM		THRU			TO		
SUSPECT/SUBJECT/OFFENDER LAST NAME		FIRST		MI	GRADE	SSN	
REFERRALS							
	TYPE	REFERRAL DATE	RESPONSE DATE		TYPE	REFERRAL DATE	RESPONSE DATE
<input type="checkbox"/>	Family Advocacy			<input type="checkbox"/>	Drug/Alcohol Abuse Office		
<input type="checkbox"/>	Equal Opportunity			<input type="checkbox"/>	Legal Office		
<input type="checkbox"/>	Mental Health			<input type="checkbox"/>	Relief Agency		
				<input type="checkbox"/>	Special Referral (Explain)		
COMMANDER'S ACTION TAKEN		NO ACTION TAKEN					
ADMINISTRATIVE ACTION							
TYPE ACTION		INITIATION DATE	COMPLETE DATE	TYPE ACTION		INITIATION DATE	COMPLETE DATE
<input type="checkbox"/>	Withholding of Privileges			<input type="checkbox"/>	Clearance Revocation		
<input type="checkbox"/>	Adverse Performance Evaluation			<input type="checkbox"/>	Control Roster		
<input type="checkbox"/>	Mandatory Reassignment			<input type="checkbox"/>	Promotion Revocation		
<input type="checkbox"/>	Transfer			<input type="checkbox"/>	Resignation		
<input type="checkbox"/>	Adverse Record Entries			<input type="checkbox"/>	Retirement		
<input type="checkbox"/>	Denial of Reenlistment or Continuation			<input type="checkbox"/>	Retirement at Lower Grade of		
<input type="checkbox"/>	Withholding of Promotion			<input type="checkbox"/>	Transfer to Inactive Reserve Status		
<input type="checkbox"/>	Delay of Promotion			<input type="checkbox"/>	Military Occupational Specialty Reclassification		
<input type="checkbox"/>	Counseling	<input type="checkbox"/> ORAL	<input type="checkbox"/> WRITTEN	<input type="checkbox"/>	IN PIF, UIR, SR		
<input type="checkbox"/>	Non-Punitive Admonition or Reprimand	<input type="checkbox"/> ORAL	<input type="checkbox"/> WRITTEN	<input type="checkbox"/>	IN PIF, UIR, SR		
<input type="checkbox"/>	Administrative Separation	<input type="checkbox"/> HONORABLE	<input type="checkbox"/> GENERAL	<input type="checkbox"/>	UOTHG		
<input type="checkbox"/>	Administrative Separation in lieu of trial	<input type="checkbox"/> HONORABLE	<input type="checkbox"/> GENERAL	<input type="checkbox"/>	UOTHG		
NON-JUDICIAL ACTION							
INITIATION DATE:		APPEAL DATE:		COMPLETE DATE:			
<input type="checkbox"/>	COMPANY GRADE	<input type="checkbox"/>	FIELD GRADE	<input type="checkbox"/>	GENERAL OFFICER	<input type="checkbox"/>	GENERAL COURT-MARTIAL CONVENING AUTHORITY
<input type="checkbox"/>	PRINCIPAL ASSISTANT						
TYPE ACTION		AMOUNT		SUSPENSION/VACATION			
<input type="checkbox"/>	REDUCTION	TO:					
<input type="checkbox"/>	FORFEITURE	TOTAL:					
<input type="checkbox"/>	CORRECTIONAL CUSTODY	DAYS:					
<input type="checkbox"/>	RESTRICTION/ARREST	DAYS:					
<input type="checkbox"/>	EXTRA DUTIES	DAYS:					
<input type="checkbox"/>	REPRIMAND	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
JUDICIAL ACTION							
<input type="checkbox"/> REFERRED TO COURT-MARTIAL				<input type="checkbox"/> REMANDED TO CIVILIAN CRIMINAL COURT			
SUMMARY COURT-MARTIAL		SPECIAL COURT-MARTIAL		GENERAL COURT-MARTIAL			
<input type="checkbox"/>	PENDING	<input type="checkbox"/>	TRIAL COMPLETED	<input type="checkbox"/>	PENDING	<input type="checkbox"/>	TRIAL COMPLETED
<input type="checkbox"/>	PENDING	<input type="checkbox"/>	TRIAL COMPLETED	<input type="checkbox"/>	PENDING	<input type="checkbox"/>	TRIAL COMPLETED
CIVILIAN CRIMINAL COURT DISPOSITION							
<input type="checkbox"/> GUILTY		<input type="checkbox"/> NOT GUILTY		<input type="checkbox"/> DEFERRED		<input type="checkbox"/> NOLO CONTENDERE	
CIVILIAN CRIMINAL OFFENSE CATEGORY							
<input type="checkbox"/> FELONY				<input type="checkbox"/> MISDEMEANOR			
CIVILIAN COURT LOCATION ZIP CODE				CIVILIAN COURT LOCATION COUNTRY CODE			
COMMANDER'S COMMENTS							
TYPED NAME AND GRADE OF COMMANDING OFFICER				SIGNATURE		DATE	

Figure A6.21. AF Form 3545, Incident Report, Page 6.

SECTION IX - NARRATIVE
<p>At approximately 1215 hours on 27 May 2010, MSgt PRICE/Police-1 was briefed and responded to an altercation in progress at Bldg 100, Room 210/88 FSS Dormitory. Upon arrival PRICE heard yelling coming from the second floor of the building. Upon arrival of TSgt ROBERTS/Police-2, PRICE and ROBERTS entered the dormitory. Upon arrival at Room 210, PRICE and ROBERTS heard a verbal altercation in progress. Upon entering the room at approximately 1225 on 27 May 2010, ROBERTS and PRICE witnessed TSgt BLAKE/Subject strike SSgt CARLSON/Victim in the right eye with a closed left fist. Once the individuals were separated, PRICE advised BLAKE he was being apprehended for assault. CARLSON's right eye was light red and slightly puffy. CARLSON stated he was okay and did not require medical attention. At approximately 1230 hours, ROBERTS initiated a search of BLAKE, as witnessed by PRICE, which produced negative findings and was terminated at 1235. PRICE then transported BLAKE to Bldg 777 and ROBERTS transported CARLSON to Bldg 777. CARLSON accomplished an AF Form 1168. CARLSON stated, via AF Form 1168, at approximately 1200 hours on 27 May 2010, BLAKE entered the dormitory room that CARLSON was checking and began yelling at CARLSON, accusing him of stealing BLAKE's girlfriend. CARLSON further stated that BLAKE was very irate, and when Security Forces arrived, BLAKE struck him in the right eye with his left fist. ROBERTS took (2) digital color photographs of the injury sustained to CARLSON's right eye. CARLSON was issued a DD Form 2701 and was released on his own recognizance. At approximately 1315 hours on 27 May 2010, PRICE advised BLAKE of his Article 31 rights, via AF Form 1168, as witnessed by ROBERTS. BLAKE acknowledged his rights, declined legal counsel, and agreed to make a written statement. BLAKE stated, via AF Form 1168, that CARLSON had made him very angry over personal matters, and BLAKE hit him to knock some sense into CARLSON. At approximately 1345 hours on 27 May 2010, BLAKE was released to SMSgt DOWNEY/88 FSS/CCF, via DD Form 2708. PRICE and ROBERTS accomplished AF Forms 1168, each corroborating CARLSON's statement.</p> <p>NOTIFICATIONS: SMSgt Grady/S3O, SSgt Jones/S2I, and Capt Henson/SJA.</p>

AF IMT 3545,19990401, V5

PAGE 6 OF 6 PAGES

A6.11. (AFMC) AF Form 3907, Security Forces Field Interview Data. This form is used to record routine contact between security forces members and members of the public in

accordance with AFI 31-206, *Security Forces Investigations*. For example, if a suspicious person was observed walking around the housing area in the middle of the night, this form would be used to record the contact made with the individual. The form is filled out in one copy and is forwarded to the security forces Investigations Section. The Investigations Section can then compare this form with reported crimes in the area to develop possible leads or suspects. The form is self-explanatory ([Figure A6.22](#)).

Figure A6.22. AF Form 3907, Security Forces Field Interview Data.

SECURITY FORCES FIELD INTERVIEW DATA											
<small>AUTHORITY: 18 U.S.C. 1382 PRINCIPAL PURPOSE(S): Used to record routine contact between security force member and the public. Data obtained from the form is compared against reported criminal activity. ROUTINE USE: Information may be disclosed to other federal, state, county and local law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. DISCLOSURE IS MANDATORY: Failure to disclose the information and SSN may result in the individual losing access to the installation, and may subject the individual to other administrative or disciplinary action by military or civil authorities.</small>											
NAME STORZILLO, ANTHONY M.				NICKNAME TONY OR T-MAN				DOB 3 OCT 83		PLACE OF BIRTH CARSWELL AFB, TX	
ADDRESS 201 TINKER DRIVE				TELEPHONE NUMBER (Including Area Code) (210) 444-6789				SOCIAL SECURITY NUMBER (SSN) 123-45-6789			
AGE 17	RACE CAUC	SEX M	HEIGHT 5'7"	WEIGHT 175	BUILD MEDIUM	COMPLEXION FAIR	HAIR BROWN	EYES BROWN	MARKS OR SCARS NONE VISIBLE		
HOW DRESSED BAGGY BLUE JEANS, WHITE POLO SHIRT						OCCUPATION AND EMPLOYER OR SCHOOL ATTENDED AND GRADE O'CONNOR HIGH SCHOOL 10TH					
DRIVERS' LICENSE NUMBER 13477776		STATE TX	TYPE C	MAKE OF CAR FORD		YEAR 90	TYPE ZDR PROBER	COLOR RED	LICENSE NUMBER B52 LLL	STATE TX	
NAME OF PARENT OR LOCAL REFERENCE WALTER FILIPAK, HQ AFSFC, O/P #3-0898											
LOCATION OF CONTACT PARKING LOT OF BASE EXCHANGE						DATE OF CONTACT 15 DEC 00			TIME OF CONTACT 0140		
ASSOCIATES WITH CONTACT NONE											
REASON FOR CONTACT INDIVIDUAL WAS ACTING SUSPICIOUS, LOOKING IN WINDOWS OF CARS											
DISPOSITION OF CONTACT INDIVIDUAL WAS TAKEN HOME, TURNED OVER TO SPONSOR											
PRINTED OR TYPED NAME OF SECURITY FORCE MEMBER SRA JAMES L. WHITE						SIGNATURE OF REPORTING OFFICER <i>James L. White</i>				DATE SIGNED 15 DEC 00	

AF FORM 3907, MAR 99 (EF-VI)

A6.12. (AFMC) DD Form 460, Provisional Pass. This form is issued by a security forces member to an enlisted member of the Armed Forces. Information required by the form is self-explanatory ([Figure A6.23](#)). The DD Form 460 is issued when:

A6.12.1. (AFMC) The member is apprehended for a minor violation which does not require detention, but which may result in a delay preventing them from reporting to their assigned duty section/ installation within the time limit indicated on their orders or pass.

A6.12.2. (AFMC) The member's previous pass has expired or he/she is without a pass or leave orders, but is en route to his/her destination as evidenced by a valid transportation ticket.

A6.12.3. (AFMC) The member can present evidence they reported or attempted to report his/her delay to his/her commander.

A6.12.4. (AFMC) Through extenuating circumstances, the members missed their transportation, are delayed through no fault of their own and voluntarily report their status to proper authority.

A6.12.5. (AFMC) It is necessary to order an individual to return to their home station after apprehension for AWOL. The form is prepared as follows:

A6.12.5.1. (AFMC) Prepare the form in triplicate, either typed or printed in ink. Give the original copy to the member concerned, forward the duplicate copy to the member's unit commander and file the third copy at Reports and Analysis.

A6.12.5.2. (AFMC) The information required on the front of the form is self-explanatory. The individual to whom the pass is issued must sign the form at the bottom of the reverse side, acknowledging the order to report to their commander as soon as possible.

Figure A6.23. DD Form 460, Provisional Pass.

PROVISIONAL PASS		
ISSUED TO <i>JOHN GILLESPIE</i>	SSAN & SERVICE NO. <i>111-22-3333</i>	GRADE/RATE <i>PVT</i>
ORGANIZATION <i>419 SIGNAL CORPS</i>		
STATION <i>FT LEONARD-WOOD, MO.</i>		
FROM (Location) <i>RANDOLPH AFB, TX</i>	TO (Location) <i>FT LEONARD-WOOD, MO</i>	
ISSUED AT <i>12 SF5, RANDOLPH AFB, TX</i>	DATE <i>14 FEB 01</i>	TIME <i>1000</i>
ISSUED BY (Name, Grade/Rate, Organization) <i>VICTOR MOSBY, TSGT, 12 SF5</i>		
DD FORM 460 1 MAR 51		
ORDER: The bearer is ordered to proceed by the most direct route on the first available transportation, and to report on arrival to his commanding officer.		
ACKNOWLEDGMENT: I hereby acknowledge receipt of the above order. I understand that: (1) refusal or failure to obey this order will subject me to trial by courts-martial, and (2) this order in no way mitigates or terminates the liability for disciplinary action involved in any previous actions by me.		
SIGNATURE <i>John Gillespie</i>		DATE <i>14 FEB 01</i>

*U.S. GOVERNMENT PRINTING OFFICE: 1986-498-451

A6.13. (AFMC) DD Form 1408, Armed Forces Traffic Ticket. This form is issued to an individual who has committed a moving or non-moving traffic offense. It is prepared in three

copies. The original (white) copy is submitted through channels to the violator's commander or if the violator is a military family member, to the sponsor's commander. If the violator is a civilian employee, the white copy is sent to the individual's commander. The ticket is sent to commanders for action to be taken against the violator. Ensure this form is completely filled out. Use the following procedures to assist with filling out the front side of the white, yellow and pink copies: **(Figure A6.24)**

A6.13.1. **(AFMC)** If the ticket is a "warning" place an "X" in the warning block. Write the warning in the remarks section.

A6.13.2. **(AFMC)** Last name, first name, MI of the violator.

A6.13.3. **(AFMC)** Rank and grade of violator. Example: SSgt/E-5 (when applicable: FM/W/S/D or CIV.)

A6.13.4. **(AFMC)** Violator's date of birth.

A6.13.5. **(AFMC)** Violator's social security number.

A6.13.6. **(AFMC)** Organization of active duty violators to include the complete duty station address. Remember, some installations may issue 1408s to family members and DoD civilian employees. For family members include their home address and for civilian employees put in their duty sections.

A6.13.7. **(AFMC)** Violator's driver's license number: If the violator is operating a POV, use their state license. If the violator is operating a GOV and they have a government issued operator's permit, use the number of their government driver's license.

A6.13.8. **(AFMC)** If the violator is operating a POV, cross out the word military, circle the word state and write in the state that issued the license. If the violator is operating a GOV, cross out the word state and circle the word military and write in the base that last stamped their military license.

A6.13.9. **(AFMC)** Make or type of vehicle. Example: Ford Mustang or Chevy S-10 Pickup.

A6.13.10. **(AFMC)** License plate number of the vehicle and the state in which the vehicle is registered.

A6.13.11. **(AFMC)** The vehicle's DD Form 2220 number and the installation it is registered. If the vehicle is a GOV then write "N/A." If the vehicle was issued an AF Form 75, Visitor/Vehicle Pass, write the number from the pass.

A6.13.12. **(AFMC)** Date the violation occurred: Use standard government style (day-month-year).

A6.13.13. **(AFMC)** Time the violation occurred.

A6.13.14. **(AFMC)** Location where the violation occurred.

A6.13.15. **(AFMC)** This middle section is used to indicate the violation. If the violation is speeding, place an "X" in the box and then specify the speed and the posted speed limit. Example: (30 mph in a 20 mph zone). Next, indicate the amount over the posted speed limit by placing an "X" in the appropriate block. Place an "X" in the block indicating the violation and then put an "X" in the box which indicates the specifics of the violation.

A6.13.16. (AFMC) Place an “X” in one of the blocks to indicate the violation.

A6.13.17. (AFMC) When a violation occurs that is not listed in this middle section, write in "see remarks." In the remarks section write in the specifics of the violation.

A6.13.18. (AFMC) For parking violations, indicate the violation by placing an “X” in the appropriate block. If the violation is not listed, place an “X” in the block indicating see remarks and then indicate the violation in the remarks section.

A6.13.19. (AFMC) If the pavement was slippery, indicate how by placing an “X” in the appropriate block, i.e., rain, snow, ice, etc.

A6.13.20. (AFMC) If it was dark when the violation occurred, indicate by placing an “X” in the appropriate block.

A6.13.21. (AFMC) If there was other traffic present when the violation occurred, indicate by placing an “X” in the appropriate block.

A6.13.22. (AFMC) If the violator caused a person to dodge, indicate by placing an “X” in the appropriate block.

A6.13.23. (AFMC) Indicate the area where the violation occurred.

A6.13.24. (AFMC) Indicate the highway type on which the violation occurred. Note that highway is a generic term for the type of roadway it was, i.e., two-lane, four-lane.

A6.13.25. (AFMC) If an accident is the result or possible result of the violation, indicate the type of accident: PD - property damage, PI - personal injury, fatality, pedestrian, vehicle or fixed object. Place an “X” in all blocks that apply to the accident.

A6.13.26. (AFMC) Use the remarks section to indicate violations not listed on the 1408. For speeding violation indicate how the speed was determined. If radar was used, give the radar model # and serial #. If the pacing method was used, indicate how far the vehicle was paced and add the registration number of the police vehicle that was used to pace.

A6.13.27. (AFMC) Print name of person who is issuing the ticket.

A6.13.28. (AFMC) Organization and installation of person who is issuing the ticket.

A6.13.29. (AFMC) Rank/Grade of person issuing the ticket.

A6.13.30. (AFMC) If the individual being issued the ticket is a family member, write the sponsors rank, name and organization in the section to the left side of the ticket number in the block marked “NAME.”

A6.13.31. (AFMC) The second (yellow) copy is used by security forces to record pertinent information. It can record details about the instructions issued to the violator, names of witnesses to the offense and vehicle defects. Use this information later to refresh the patrol person’s memory if the ticket is contested. The yellow copy is then filed in the security forces administrative section. Use the following to help with filling out the back of the yellow copy: (Figure A6.25)

A6.13.31.1. (AFMC) This area is used for notes. It is filled out after the pink copy is given to the violator and they have been released. Answer the following questions:

A6.13.31.1.1. (AFMC) Any action of violator which increased the hazard of the violation? If none, indicate so, i.e.: N/A, none, etc.

A6.13.31.1.2. (AFMC) Write where the violation occurred and where the traffic stop took place?

A6.13.31.1.3. (AFMC) Distance traveled during pursuit. If any, i.e. 5/10 of a mile or .5 miles.

A6.13.31.1.4. (AFMC) Condition and attitude of the violator and any special instructions given to the violator. If there was a problem, document exactly what was said. If local policy dictates, record the facts on an AF Form 1168, then attach it to the white copy.

A6.13.32. (AFMC) Witnesses: Write down the name of any witnesses to the violation.

A6.13.33. (AFMC) Vehicle Defects: Self-explanatory.

A6.13.34. (AFMC) The third copy (pink) is given to the violator or affixed to the vehicle if the vehicle is unattended. Complete the back of the pink copy before giving it to the violator. This gives the violator written reporting instructions. This must be done even if the violator has been given verbal instructions. Normally, the back of the pink copy is completed before the back of the yellow copy. This prevents the violator from being detained for an unnecessary amount of time. Use the following to help with filling out the back of the pink copy: (Figure A6.26)

A6.13.34.1. (AFMC) Place an "X" in all three of the boxes.

A6.13.34.2. (AFMC) In the second block, write in the telephone number for the security forces control center in the space provided.

A6.13.34.3. (AFMC) Write under special instructions: "Report this violation to your commander on your next duty day." Also, write any additional instructions the violator may have been given.

A6.13.35. (AFMC) File the second (yellow) copy and give the third (pink) copy to the violator or place it on the windshield of the unattended vehicle. If there is inclement weather it may be a good idea to place the ticket in a plastic baggie.

A6.13.36. (AFMC) The reverse side of the DD Form 1408 is used for transmittal of traffic violations through military channels. Ensure the violation indicated on the DD Form 1408 is in accordance with AFI 31-204 and all required information is carefully entered on the form.

A6.13.37. (AFMC) Ensure the required information is annotated. If the ticket has administrative errors, it will be returned to S3O for correction. If the ticket needs to be voided, the issuing security forces member or DFC may do so. No other person has the authority to void a ticket.

Figure A6.24. DD Form 1408, Armed Forces Traffic Ticket, White Copy Front.

ARMED FORCES TRAFFIC TICKET				<input type="checkbox"/> WARNING (See Remarks below)		NAME (Last, First, Middle Initial)	
The person named below committed traffic violation set forth at the time and location, and on date shown, and was issued this traffic ticket.							
1. NAME (Last, First, Middle Initial) Lafond, Mark N.							
2. RANK / GRADE SSgt/E-5		3. DATE OF BIRTH 26 Aug 70		4. SOCIAL SECURITY NO. 123-45-6789			
5. ORGANIZATION OR ADDRESS 8354th SVS, Hurlburt Fld., FL							
6. DRIVER LICENSE NUMBER M500-506-388-0				7. ISSUING AUTHORITY (State or Military) Florida			
8. MAKE OR TYPE OF VEHICLE Ford F-150		9. STATE LICENSE OR REGIS NO. FSU-930/Florida		10. INSTL TAG NO. NIF 040 Hurlburt Fld			
11. DATE (Day-month-year) 13 Dec 98		12. TIME 1615		13. LOCATION Forest Pass St.			
14. <input checked="" type="checkbox"/> SPEED OVER LIMIT (26 mph in a 15 mph zone)		<input checked="" type="checkbox"/> 5 - 10 MPH		<input checked="" type="checkbox"/> 11 - 15 MPH		<input checked="" type="checkbox"/> OVER 15 MPH	
VIOLATION	<input checked="" type="checkbox"/> IMPROPER LEFT TURN →	NO SIGNAL		CUT CORNER		FROM WRONG LANE	
	<input checked="" type="checkbox"/> IMPROPER RIGHT TURN →	NO SIGNAL		INTO WRONG LANE		FROM WRONG LANE	
	<input checked="" type="checkbox"/> DISOBEYED TFC SIGNAL (When light turned red) →	PAST MIDDLE INTERSECTION		MIDDLE OF INTERSECTION		HAD NOT REACHED INTERSECTION	
	<input checked="" type="checkbox"/> DISOBEYED STOP SIGN →	STOPPED WRONG PLACE		FAILED TO STOP		ROLLED / SPED THROUGH	
	<input checked="" type="checkbox"/> IMPROPER PASSING AND LANE USAGE →	AT INTERSECTION		CUT IN		WRONG SIDE OF PAVEMENT	
	<input checked="" type="checkbox"/> FOL TOO CLOSELY	BETWEEN TFC		ON RIGHT		ON HILL	
<input checked="" type="checkbox"/> FAILURE TO YIELD		LANE STRADDLING		WRONG LANE		ON CURVE	
		OTHER VIOLATIONS (Describe)					
PARKING		OVERTIME		DOUBLE PARKING			
		PROHIBITED AREA		OTHER (Describe in Remarks)			
CONDITIONS THAT INCREASED SERIOUSNESS OF VIOLATION	SLIPPERY PAVEMENT	<input checked="" type="checkbox"/> RAIN	AREA		TRAFFIC ACCIDENT		
		<input type="checkbox"/> SNOW	BUSINESS		TYPE OF ACCIDENT:		
		<input type="checkbox"/> ICE	INDUSTRIAL		PD	PI	
		<input type="checkbox"/> NIGHT	RURAL		FATAL		
	DARKNESS	<input type="checkbox"/> FOG	SCHOOL		PEDESTRIAN		
		<input type="checkbox"/> SNOW	<input checked="" type="checkbox"/> RESIDENTIAL		VEHICLE		
	OTHER TRAFFIC PRESENT	<input type="checkbox"/> CROSS	HIGHWAY TYPE		HIT FIXED OBJ		
		<input checked="" type="checkbox"/> ONCOMING	<input checked="" type="checkbox"/> 2 - LANE		RIGHT ANGLE		
		<input type="checkbox"/> PEDESTRIAN	3 - LANE		SIDESWIPE		
		<input type="checkbox"/> SAME DIRECTION	4 - LANE		REAR END		
CAUSED PERSON TO DODGE	<input type="checkbox"/> PEDESTRIAN	4 - LANE		INTERSECTION			
	<input type="checkbox"/> DRIVER	4 - LANE DIVIDED		HEAD ON			
		JUST MISSED ACCT		RAN OFF ROAD			
15. REMARKS Speed was clocked using Speedo Radar Gun #4, SN 3456. Gun was calibrated.							
16. NAME OF PERSON ISSUING TRAFFIC TICKET Joe B. Cool							
17. ORGANIZATION AND INSTALLATION 8354th SFS, Hurlburt Fld., FL				18. RANK / GRADE SSgt/E-5			
DD Form 1408, DEC 87		Previous edition is obsolete.		CO of violator or appropriate civil agency		1	
				97L21C64			

TICKET NUMBER
B210951

Figure A6.25. DD Form 1408, Armed Forces Traffic Ticket, Yellow Copy Reverse.

ISSUING AUTHORITY'S NOTES	
<p align="center"><u>INSTRUCTIONS</u></p> <p>Note facts and circumstances in addition to those marked on the face of the traffic ticket that will assist you in testifying before a court or providing additional information as required, e.g..</p> <p>(1) Any action of violator which increased the hazard of the violation; (2) Where violation was observed and where contact was made; (3) Total distance traveled during pursuit; (4) Condition and attitude of violator and instructions to violator as to reporting.</p>	
<p>1. None.</p> <p>2. Observed at the intersection of Forest Pass and Forest Bluff, contact made at Forest Pass and Forest Hollow.</p> <p>3. Traveled 5/10th of a mile.</p> <p>4. Instructed the violator to report this citation to their First Sergeant or Commander on the next duty day.</p>	
WITNESSES	
VEHICLE DEFECTS	
<input type="checkbox"/>	BRAKES
<input type="checkbox"/>	HEADLIGHTS
<input type="checkbox"/>	TAILLIGHTS
<input type="checkbox"/>	STOPLIGHTS
<input type="checkbox"/>	WINDSHIELD WIPER
<input type="checkbox"/>	HORN
<input type="checkbox"/>	TIRES
<input type="checkbox"/>	OTHER

Figure A6.26. DD Form 1408, Armed Forces Traffic Ticket, Pink Copy Reverse.

INSTRUCTIONS TO VIOLATOR	
<input checked="" type="checkbox"/>	Inform your commanding officer, supervisor, or sponsor of this violation. The original copy of this traffic ticket will be forwarded in accordance with established procedures.
<input checked="" type="checkbox"/>	You may obtain further information concerning this traffic ticket from the installation law enforcement office.
<input checked="" type="checkbox"/>	SPECIAL INSTRUCTIONS
<p>Report this violation to your First Sergeant or Commander on your next duty day.</p>	
<p align="center"><u>Privacy Act Statement</u></p> <p><u>AUTHORITY:</u> Title 10 USC Section 301(g); Title 5 USC Section 2951; E.O. 9397 dated November 22, 1943 (SSN)</p> <p><u>PRINCIPLE PURPOSE:</u> The Social Security Number (SSN) is used for Law Enforcement purposes as an additional means of identification of subjects, witnesses or complaints.</p> <p><u>ROUTINE USES:</u> The SSN provides an interface with the standard Installation/Division System and is a major item used in processing machine record and output sequence for Military Police Management Information Systems. Also, provides the unit command, provost marshal, and the individual with a copy of notices of traffic violations committed on an installation (information is extracted from this form and recorded on Driver Record/Vehicle Registration). It is also used for recording action taken by unit commander or an offender.</p> <p><u>DISCLOSURE:</u> Voluntary.</p>	

A6.14. (AFMC) DD Form 1805, United States District Court Violation Notice.

A6.14.1. (AFMC) This form is used when it is determined an offender will be prosecuted for a minor offense before a U.S. Magistrate under AFI 51-905, Use of US Magistrates for Trial of Misdemeanors Committed by Civilians. This violation notice is not to be issued to active duty military personnel in accordance with AFI 31-218(I), *Motor Vehicle Traffic Supervision*. If the nature of the offense indicates custody and arraignment of the accused is not appropriate, the security forces, civilian guard, police or game warden who are authorized to make an apprehension, arrest or to issue a violation notice or ticket, will issue this form. Before it is distributed, the specific address of the Clerk of the United States Court (Central Violations Bureau) to which the violator must address his/her communication will be stamped (or typed) in black ink, on the reverse of the violator's copy (manila card stock) of the four-part form. The DD Form 1805 is accountable.

A6.14.2. (AFMC) When completing the DD Form 1805, security forces personnel must take great care to assure each entry is legible and no entry is smudged on the chemically carbonized paper copies. Use the following to assist with filling out the form ([Figure A6.27](#) and [Figure A6.28](#)). **NOTE:** Required information for the violation notice may vary from installation to installation. Consult with the local SJA for further processing requirements.

A6.14.2.1. (AFMC) Block 1: Write in the district code.

A6.14.2.2. (AFMC) Block 2: Print the last name, first name and middle initial of the issuing patrolman.

A6.14.2.3. (AFMC) Block 3: Print the "laundry mark" or badge number of the issuing patrolman.

A6.14.2.4. (AFMC) Block 4: Annotate the date and the time of the offense.

A6.14.2.5. (AFMC) Block 5: Check the box indicating the code that has been violated. Write in the appropriate violation/offense code which corresponds with the offense committed.

A6.14.2.6. (AFMC) Block 6: Place of offense. Write the place where the violation occurred.

A6.14.2.7. (AFMC) Block 7: Enter the offense committed. For example if the individual was speeding, the following would be written in the block "Speeding 39 MPH in a 30 MPH zone." Genesis radar #1922, seatbelt yes/no, insurance yes/no.

A6.14.2.8. (AFMC) Blocks 8 through 29: Self-explanatory. The Defendant is the violator.

A6.14.2.9. (AFMC) Block 30: Check item "A" or "B" in accordance with local guidance. If item "B" is checked, enter the amount of the fine and the total due.

A6.14.2.10. (AFMC) Blocks 31 through 33: Accomplish as required by local requirements and the Staff Judge Advocate (SJA) .

A6.14.2.11. (AFMC) Block 34: The violator's signature is not an admission of guilt, but merely indicating receipt of the notice. The signature is mandatory. If the violator refuses to sign, then annotate the reason at the end of the probable cause statement.

A6.14.2.12. (AFMC) Statement of Probable Cause: Provide a detailed account of the exact violation, as prescribed locally. Check the block which indicates the patrolman's knowledge of the violation. Indicate the date that the notice was issued. The patrolman must sign the notice. All items on the reverse must be clear on both the white and pink copies of the notice.

A6.14.3. (AFMC) After the notice is issued, the following disposition is mandatory:

A6.14.3.1. (AFMC) The original copy (white) will be forwarded by the issuing security forces activity (S5R) to the Central Violations Bureau.

A6.14.3.2. (AFMC) The second copy (pink) is maintained in S5R's file.

A6.14.3.3. (AFMC) The third copy (manila card stock) is given to the violator, or if it is a parking violation, it is placed on the vehicle. The violator is to insert the fine payment and mail the ticket/envelope to the Central Violations Bureau.

A6.14.3.4. (AFMC) The violation notice will be voided only by one designated base official, the Defense Force Commander (DFC). This ensures the integrity of the ticket issuing process. The DFC is responsible to the United State Magistrate's Court and only voids violation notices in cases of honest mistaken identity of person or obvious legal error. All spoiled tickets will be disposed of according to the guidelines furnished by the court.

A6.14.4. (AFMC) Ensure all required information is annotated. If the violation notice has administrative errors, it will be returned to the S3O.

Figure A6.27. DD Form 1805, United States District Court Violation Notice, Front.

United States District Court		CVB Location Code	
Violation Notice		1	
Violation Number R 3025489	Officer Name (Print) 2	Officer No. 3	R 3025489
YOU ARE CHARGED WITH THE FOLLOWING VIOLATION			
Date and Time of Offense (mm/dd/yyyy) 4	Offense Charged <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code 5		
Place of Offense 6			
Offense Description 7			
DEFENDANT INFORMATION Phone: () 8			
Last Name 9	First Name 10	M.I. 11	
Street Address 12			
City 13	State 14	Zip Code 15	Date of Birth (mm/dd/yyyy) 16
Drivers License No. 17	D.L. State 18	Social Security No. 19	
<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Hair 20	Eyes 21 Height 22 Weight 23
VEHICLE DESCRIPTION VIN: 24			
Tag No. 25	State 26	Year 27	Make/Model 28 Color 29
A <input type="checkbox"/> IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy). 30 PAY THIS AMOUNT →		B <input type="checkbox"/> IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy). \$ _____ Forfeiture Amount + \$25 Processing Fee \$ _____ Total Collateral Due	
YOUR COURT DATE (If no court appearance date is shown, you will be notified of your appearance date by mail.)			
Court Address 31		Date (mm/dd/yyyy) 32	
		Time (hh:mm) 33	
My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.			
X Defendant Signature 34			
DD Form 1805 (Rev. 07-05)		Original - CVB Copy Previous edition is obsolete.	

STATEMENT OF PROBABLE CAUSE
(For issuance of an arrest warrant or summons)

I state that on 27 May, 20 10 while exercising my duties as a law enforcement officer in the Southern District of Ohio

Your Honor, while performing my duties as a Law Enforcement Patrolman in Area B, WPAFB, I observed a green in color Ford bearing OH registration ELK 6789 traveling south on 5th Street. The vehicle appeared to be exceeding the posted speed limit of 25 mph. I verified the speed to be 45 mph using the audible tone and visual readout of Laser #4. I initiated a traffic stop and identified the driver as John Doe by his OH driver's license. The violator was cited and released.

Base Affiliation: DoD civilian

Attitude of Violator: argumentative

Weather Conditions: rainy and dark

Witnesses: none

Pedestrians: 2 on adjacent sidewalk

Location of Stop: 334 5th Street

Distance Traveled: 0.2 miles

Conditions that made the violation more hazardous: rain

The foregoing statement is based upon:

☒ my personal observation ☐ my personal investigation

☐ information supplied to me from my fellow officer's observation

☐ other (explain above)

I declare under penalty of perjury that the information which I have set forth above and on the face of this violation notice is true and correct to the best of my knowledge.

Executed on: 05/27/2010 [Signature]

Date (mm/dd/yyyy) Officer's Signature

Probable cause has been stated for the issuance of a warrant.

Executed on: _____

Date (mm/dd/yyyy) U.S. Magistrate Judge

A6.15. (AFMC) DD Form 1920, Alcoholic Influence Report. This form is used to record tests and observations made of someone suspected of being involved in any incident where alcohol or drugs may be a factor. The predominant incident is usually someone driving under

the influence. The apprehending security forces member will complete the form and it will become a record of their observations for future reference. Record all observations made, including those not required by the DD Form 1920. From these facts, anyone may reach his/her own conclusions. Use the following to assist with filing out the form: ([Figure A6.29](#) and [Figure A6.30](#))

A6.15.1. (AFMC) Installation: Self-explanatory.

A6.15.2. (AFMC) ORI number: Leave blank. (S5R use only.)

A6.15.3. (AFMC) Case number: Leave blank. (S5R use only.)

A6.15.4. (AFMC) SECTION I – SUSPECT DATA: Self-explanatory.

A6.15.5. (AFMC) SECTION II – INITIAL CONTACT.

A6.15.5.1. (AFMC) Vehicle in Motion: Mark all boxes that describe observed actions while the suspect vehicle was in motion, and prior to initiating the traffic stop. Leave blank if the DD Form 1920 is not being filled out as a result of a patrolman observing the suspect vehicle in motion.

A6.15.5.2. (AFMC) Personal Contact: Mark all boxes that describe the observed actions of the suspect once personal contact was made by the patrolman.

A6.15.5.3. (AFMC) Behind the Wheel Screening: Indicate the type of test conducted by the patrolman on the suspect, while the suspect was still seated in the vehicle and prior to the initial exit of the vehicle. Describe the suspect's performance on the test. Leave blank if no test was performed prior to the suspect exiting the vehicle. Note: Finger to nose is no longer used.

A6.15.5.4. (AFMC) Pre-Arrest Screening: Indicate the time, location, and conditions of any screening conducted prior to apprehension of the suspect. Leave blank if no screening was conducted prior to apprehension. Note: Picking up coins is no longer used.

A6.15.6. (AFMC) SECTION III – STANDARDIZED FIELD SOBRIETY TESTING.

A6.15.6.1. (AFMC) Horizontal Gaze Nystagmus (HGN): Indicate whether the suspect was wearing contacts. Mark all three types of indications for the left eye and right eye individually. Put the total of the "Yes" answers in the box for Total Clues. Indicate the rank and name of the person administering the test (usually the apprehending security forces member).

A6.15.6.2. (AFMC) Walk and Turn: Mark all indicators observed during the instruction and walking stages of the test. Put the total number of indicators marked in the box for Total Clues. Indicate the rank and name of the person administering the test (usually the apprehending security forces member).

A6.15.6.3. (AFMC) One Leg Stand: Mark all indicators observed during the test. Put the total number of indicators marked in the box for Total Clues. Indicate the rank and name of the person administering the test (usually the apprehending security forces member).

A6.15.6.4. **(AFMC)** Indicate an additional test and the suspect's performance on the test if one is prescribed locally.

A6.15.6.5. **(AFMC)** Chart: Using the clues from the HGN and Walk and Turn test, mark the intersection of the appropriate rows and columns on the chart. Note whether the box of intersection is shaded or unshaded, and mark the corresponding box below the chart.

A6.15.6.6. **(AFMC)** Warnings: Check the blocks beside the warnings given to the suspect. Indicate the time that each was initiated. For the ID number, provide the badge number or "laundry mark" of the patrolman issuing the warnings to the suspect. Miranda Warnings include Article 31 or 5th Amendment rights advisements. Only mark "Observation Time" if a period is observed prior to a chemical test.

A6.15.6.7. **(AFMC)** Chemical Testing: Indicate which type of specimen was taken. Indicate only one type on a form. Usually this will be the test with the most immediate results or the most conclusive test. Indicate the rank and name of the person administering the test, as well as the time at which the test was initiated. Provide the actual results of the test and check the appropriate block indicating the general level of intoxication.

A6.15.7. **(AFMC)** SECTION IV – SYNOPSIS

A6.15.7.1. **(AFMC)** Incident Location: Self-explanatory.

A6.15.7.2. **(AFMC)** Incident Date/Time: Indicate the date/time that the incident began.

A6.15.7.3. **(AFMC)** Incident Synopsis: Indicate briefly what first led the security forces member to suspect alcoholic influence. Indicate any spontaneous acts or utterances the individual makes. Keep in mind the individual's physical condition. Also, note anything a suspect says that would indicate alcohol involvement and may be used against/for them. Describe the progression of the incident, citing key specifics that are most pertinent to the case.

A6.15.8. **(AFMC)** SECTION V – INTERVIEW

A6.15.8.1. **(AFMC)** Prior to completing Section V, advise the person of their rights under the appropriate rights advisement. If they are coherent enough to understand their rights and are willing to answer questions, complete Section V. If not, cross out Section V and in the top margin indicate why the interview was not conducted. If the interview is conducted, ask each question as it is worded. Write down the individual's exact response, no matter what the response is.

A6.15.8.2. **(AFMC)** Interviewer to fill in actual: In these blocks, put the time, day and date the interview was conducted. Also, put in rank and name of who conducted the interview.

A6.15.8.3. **(AFMC)** Continue the interview as above.

A6.15.8.4. **(AFMC)** Handwriting specimen: Have individual write anything they choose.

Figure A6.29. DD Form 1920, Alcoholic Influence Report, Front.

ALCOHOL INCIDENT REPORT				INSTALLATION Wright-Patterson AFB, OH		ORI NUMBER	CASE NUMBER (Admin Use only)
AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3103; and E.O. 9397. PRIVACY ACT STATEMENT PRINCIPAL PURPOSE(S): Used to record information and details of criminal activity which may require investigative action by commanders, supervisors, Military/Security Police, DoD special agents, etc. Used to provide information to the appropriate individuals within DoD organizations who ensure that proper legal action is taken. ROUTINE USE(S): Information may be disclosed to local, county, state and federal law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings. DISCLOSURE: Voluntary. SSN is used to positively identify the individual making the statement and as a conduit to check past criminal activity records.							
SECTION I - SUSPECT DATA							
LAST NAME Grimes	FIRST NAME Benjamin	MIDDLE NAME Ike	GRADE E-2	SSN 459-78-6132	DATE OF BIRTH (YYYYMMDD) 19931205	UNIT/SPONSOR 88 ABW/CEF	
SECTION II - INITIAL CONTACT							
VEHICLE IN MOTION 1. TURNING WITH WIDE RADIUS 2. STRADDLING CENTER OR LANE MARKER 3. APPEARS TO BE DRUNK 4. ALMOST STRIKING OBJECT OR OTHER VEHICLE 5. WEAVING (WITHIN OR OUT OF TRAFFIC LANE) 6. DRIVING ON OTHER THAN DESIGNATED ROADWAY 7. STOPPING IN OR CROSSING TRAFFIC LANE 8. STOPPING IN PROPERLY OR CROSSING TRAFFIC LANE 9. SLOW RESPONSE TO TRAFFIC SIGNALS 10. TURNING ABRUPTLY OR ILLEGALLY 11. ACCELERATING OR DECELERATING RAPIDLY 12. HEADLIGHTS OFF 13. SWERVING 14. SPEED SLOWER THAN 10 MPH BELOW LIMIT 15. STOPPING WITHOUT CAUSE IN TRAFFIC LANE 16. FOLLOWING TOO CLOSELY 17. DRIFTING 18. TIRES ON CENTER OR LANE MARKER 19. BRAKING ERRATICALLY 20. SIGNALING INCONSISTENT WITH DRIVING ACTIONS 21. OTHER (Specify)				PERSONAL CONTACT 1. DRIVER ADMITTED: a. OPERATING VEHICLE b. CONSUMING ALCOHOL c. USING DRUGS 2. MOTOR VEHICLE CRASH 3. CONTAINER OR ALCOHOL BEVERAGE: a. IN VEHICLE b. ON PERSON 4. ODOR OF ALCOHOLIC BEVERAGE 5. BLOOD SHOT/WATERY EYES 6. SLURRED/INCOHERENT SPEECH 7. UNSURE BALANCE 8. OTHER (Specify)			
BEHIND THE WHEEL SCREENING				NAME OF TEST			
SCREENING PERFORMANCE							
PRE-ARREST SCREENING				TIME			
CONDITIONS				LOCATION			
SECTION III - STANDARDIZED FIELD SOBRIETY TESTING							
HORIZONTAL GAZE NYSTAGMUS (HGN)				TOTAL CLUES		WALK AND TURN	
YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> SUSPECT WEARING CONTACTS LEFT EYE 1. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 2. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 3. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 4. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 5. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 6. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> RIGHT EYE 1. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 2. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 3. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 4. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 5. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> 6. YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> EYE DOES NOT PURSUE SMOOTHLY DISTINCT NYSTAGMUS AT MAX. DEVIATION NYSTAGMUS ONSET PRIOR TO 45 DEGREES				4		INSTRUCTION STAGE: 1. CANNOT KEEP BALANCE 2. STARTS TOO SOON WALKING STAGE: 3. STOPS WALKING 4. MISSES HEEL TO TOE 5. STEPS OFF LINE 6. RAISES ARMS 7. INCORRECT NUMBER OF STEPS 8. INCORRECT TURN (Specify)	
OFFICER ADMINISTERING HGN TSgt Chad M. Roberts				TOTAL CLUES		ONE LEG STAND	
Warnings A. MIRANDA TIME 2301 B. IMPLIED CONSENT TIME 2325 C. OBSERVATION TIME STARTED: 2327 OBSERVER TSgt Chad M. Roberts				4		1. SWAYS <input checked="" type="checkbox"/> 4. FOOT DOWN 2. HOPS <input checked="" type="checkbox"/> 5. OTHER (Specify) 3. TOES TO KEEP BALANCE OFFICER ADMINISTERING TEST TSgt Chad M. Roberts NAME OF TEST PERFORMANCE	
HGN CLUES 0 1 2 3 4 5 6 W 0 A 1 L 1 K 2 A 3 N 4 D 5 T 6 U 7 R 8 N 9 SHADED <input type="checkbox"/> UNSHADED <input type="checkbox"/>				TOTAL CLUES 4		TOTAL CLUES 2	
CHEMICAL TESTING A. BLOOD <input checked="" type="checkbox"/> B. BREATH <input checked="" type="checkbox"/> C. URINE RESULTS: 125 TIME 2358 OFFICER TSgt Chad M. Roberts				1. .10 or ABOVE 2. .08-.09 3. .06-.07 4. .05 OR BELOW 5. UNKNOWN 6. REFUSED			
DD FORM 1920, NOV 2004							

Figure A6.30. DD Form 1920, Alcoholic Influence Report, Reverse.

SECTION IV - SYNOPSIS		INCIDENT DATE/TIME	
INCIDENT LOCATION 755 Chidlaw Ave, Wright-Patterson AFB, OH 45433		27 May 2010/2247	
INCIDENT SYNOPSIS A green sedan was seen by TSgt Roberts driving erratically, the driver of which was SrA Benjamin Grimes. TSgt Roberts initiated a traffic stop, and upon making initial contact with SrA Grimes, noticed a strong odor of an alcoholic beverage emanating from SrA Grimes' person. TSgt Roberts instructed SrA Grimes to exit the green sedan and noticed SrA Grimes had slurred speech. TSgt Roberts administered a HGN, field sobriety tests and an Intoxilyzer 5000EN test. The BrAC was found to be .125%, which is over the base limit of .08%.			
SECTION V - INTERVIEW <i>(Rights advisement in accordance with service policy is required before direct offense questioning)</i>			
Were you operating a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No Where were you going? <u>home</u>			
What street or highway were you on? <u>I'm not sure</u> Direction of travel? <u>towards home</u>			
Where did you start from? <u>the bar outside the gate</u> What time did you start? <u>I'm not sure</u> a.m./p.m.			
What time is it now? <u>After dark</u> What city (county, base, etc.) are you in now? <u>on Wright-Patterson AFB</u>			
What is the date? <u>26 May 2010</u> What day of the week is it? <u>Friday</u>			
INTERVIEWER TO FILL IN ACTUAL:		DATE	INTERVIEWER'S NAME
TIME	DAY	27 May 2010	TSgt Chad M. Roberts
2305 pm	Friday		
When did you last eat? <u>dinner</u> What did you eat? <u>a few carrot sticks</u>			
What were you doing during the last three hours? <u>drinking with my buds</u>			
Have you been drinking? <u>that's what I said</u> What? <u>drinks</u> How much? <u>more than the other guys</u>			
Where? <u>the bar outside the gate</u> Started? <u>while ago</u> a.m./p.m. Stopped? <u>before I came back in the gate</u>			
Are you under the influence of an alcoholic beverage now? <u>I don't know, I guess so</u>			
What is your occupation? <u>Firefighter</u> When did you last work? <u>yesterday</u>			
Do you have any physical defects? <u>No</u> If so, what? <u></u>			
Are you ill? <u>No</u> If so, what's wrong? <u></u>			
Do you limp? <u>No</u> Have you been injured lately? <u>No</u> If so, what's wrong? <u></u>			
Were you involved in an accident today? <u>No</u> Did you get a bump on the head? <u>No</u>			
Have you had any alcoholic beverage since the accident? <u>No</u> If so, what? <u></u>			
Where? <u></u> How much? <u></u>			
Have you seen a doctor or dentist lately? <u>No</u> If so, who? <u></u>			
What for? <u></u>			
If so, what kind? (Get sample) <u></u> Last dose? <u></u> Are you taking tranquilizers, pills or medicines of any kind? <u>No</u>			
Diabetes? <u>No</u> Do you take insulin? <u>No</u> a.m./p.m. Do you have epilepsy? <u>No</u>			
Have you had any injections of any other drugs recently? <u>No</u> If so, what for? <u></u> If so, last dose? <u></u> a.m./p.m.			
What kind of drug? <u></u> Last dose? <u></u>			
How much sleep did you have? <u>12 hours</u> Are you wearing false teeth? <u>No</u> When did you last sleep? <u>this morning</u>			
Do you have a glass eye? <u>No</u>			
HANDWRITING SPECIMEN (Signature and/or anything driver chooses)			

DD FORM 1920 (BACK), NOV 2004

A6.16. (AFMC) DD Form 2701, Initial Information for Victims and Witnesses of Crime. This form is issued to all personnel where criminal conduct adversely affects victims or

where witnesses provide information regarding criminal activity. If in doubt, issue the form. The form gives the individual information on the Victim/Witness Assistance Program (VWAP). The form is self-explanatory. Information needed to complete the form can be obtained from the base legal office or the security forces Investigations Section. When the form is issued, it must be documented on the AF Form 3545, *Incident Report*. Further information on the AF Form 2701 and the VWAP is contained in AFI 31-206, *Security Forces Investigations*. ([Figure A6.31](#) and [Figure A6.32](#))

Figure A6.31. DD Form 2701, Initial Information for Victims and Witnesses of Crime, Front.

<p>DEPARTMENT OF DEFENSE</p> <p>INITIAL INFORMATION FOR VICTIMS AND WITNESSES OF CRIME</p> <p>DD FORM 2701, DEC 94</p>	<p>DEPARTMENT OF DEFENSE</p> <p>INITIAL INFORMATION FOR VICTIMS AND WITNESSES OF CRIME</p> <p>DD FORM 2701, DEC 94</p>
<p>If You Need Additional Assistance:</p> <p>In regard to the status of the <u>investigation</u>, contact the investigator below:</p> <p><u>TSGT JOSEPH LAMB</u> (Name) <u>621-0891</u> (Telephone Number)</p> <p>In regard to other assistance available, contact the command Victim/Witness Responsible Official, or the person identified below:</p> <p><u>MAJ RONALD SMITH</u> (Name) <u>621-4333</u> (Telephone Number)</p> <p>In regard to the <u>prosecution</u>, contact the legal office below:</p> <p><u>CAPT MICHAEL STARK</u> (Name) <u>621-1842</u> (Telephone Number)</p> <p>In regard to <u>compensation</u> for medical or other expenses, contact the state office for Crime Victim Compensation:</p> <p><u>MS JOANNE REYNOLDS</u> (Name) <u>652-1333</u> (Telephone Number)</p> <p>Please notify these offices of any changes of address or telephone number.</p> <p>For further information on crime issues, contact:</p> <p>Office for Victims of Crime Resource Center 1-800-627-6872</p>	<p>increased concern for their personal safety and that of their family, trouble concentrating on the job, difficulty handling everyday problems, feeling overwhelmed, and thinking of the crime repeatedly.</p> <p>Some or all of these behaviors may occur and will ease with time. They are normal reactions but you may wish to see a counselor. State compensation funds may be available to reimburse you for such counseling. The Victim/Witness Assistance Responsible Official will have further information.</p> <p>Your Rights As A Victim. As a Federal crime victim, you have the following rights:</p> <ul style="list-style-type: none"> - The right to be treated with fairness and with respect for your dignity and privacy; - The right to be reasonably protected from the accused offender; - The right to be notified of court proceedings; - The right to be present at all public court proceedings related to the offense, unless the court determines that your testimony would be materially affected if you as the victim heard other testimony at trial; - The right to confer with the attorney for the government in the case; - The right to available restitution; - The right to information about the conviction, sentencing, imprisonment, and release of the offender.


Figure A6.32. DD Form 2701, Initial Information for Victims and Witnesses of Crime, Reverse.

<p>Initial Information For Victims and Witnesses of Crime</p> <p>Introduction. We are concerned about the problems often experienced by victims and witnesses of crime. We know that as a victim or witness, you may experience anger, frustration, or fear as a result of your experience. The officer responsible for Victim/Witness Assistance (Victim/Witness Liaison or Advocate) at your installation can help.</p> <p>We have prepared this brochure to help you deal with the problems and questions which often surface during an investigation and to provide you with a better understanding of how the military criminal justice system works. Your continued assistance is greatly needed and appreciated.</p> <p>A criminal investigation can be both complex and lengthy and may involve several agencies, some Federal and some local. If you request, you will be kept informed of the status of your case by the investigator handling your case. His or her name is on the back of this brochure.</p> <p>If You Are Threatened Or Harassed. If anyone threatens you or you feel that you are being harassed because of your cooperation with this investigation, contact the investigator or the Victim/Witness Responsible Official right away. It is a crime to threaten or harass a victim or witness.</p>	<p>If You Were Injured. If you do not have insurance to pay the cost of your medical or counseling bills, or related expenses, the state Crime Victim Compensation office may be able to assist. The telephone number for this office is on the back of this brochure.</p> <p>If You Were a Victim of Spouse or Child Abuse. For your safety, you may want a restraining order, or temporary shelter. For information about these steps or about counseling services, call the Victim/Witness Responsible Official. If the offender is convicted or discharged for abusing you or your children, you may be eligible for "transitional compensation" benefits. Contact the prosecutor identified on the back of this brochure for further information.</p> <p>Restitution. If an individual is arrested and prosecuted in federal court, you may be eligible for restitution. Restitution is court-ordered payment to you as a victim of crime. It is made by the offender for any out of pocket expenses caused by the crime. Restitution cannot be ordered as a sentence in a military court-martial, but it can be used as a condition of a pre-trial agreement to plead guilty to an offense, or as a condition of clemency or parole.</p> <p>If Property Was Stolen. If your property was stolen, we hope to recover it as part of our investigation. If we do, we will notify you and return it to you as quickly as possible. Sometimes property needs to be held as evidence for trial. We will return your property once it is no longer needed as evidence.</p>	<p>If You Need Assistance With Your Employer or Command. If you have problems at work because of the crime or the investigation, we can contact your employer or Commanding Officer to discuss the importance of your role in the case.</p> <p>If An Arrest Is Made. If you ask, you will be notified if a suspect is arrested. Since criminal defendants may be released before trial, you can ask for a restraining order to help protect you from the suspect.</p> <p>Trial. Once an offense has been referred to trial, you will be contacted by the military trial counsel (prosecutor) or the Assistant U.S. Attorney assigned to handle your case, as appropriate. Each command and U.S. Attorney has a Victim/Witness Responsible Official to help answer your questions and deal with your concerns during the prosecution. You have the right to be consulted at key stages in the trial and will be informed of these rights by trial counsel.</p> <p>Confinement. If the accused is sentenced to confinement (prison), you have a right to notification of changes in the confinee's status. Use a DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status", to request that the confinement facility notify you of parole hearings, escape, release, or death of the confinee.</p> <p>The Emotional Impact of Crime. Many victims and witnesses are emotionally affected by the crime. Although everyone reacts differently, victims and witnesses report some common behaviors, such as</p>
---	---	--

DD FORM 2701, DEC 94 (BACK)

A6.17. (AFMC) DD Form 2708, Receipt for Inmate or Detained Person. This form is used when security forces personnel are releasing an individual they have detained or apprehended. The form is self-explanatory and should be prepared in two copies. The original form is maintained with the case file and the copy is given to the individual who receipted for the individual as a source document indicating an official transfer of the individual. (Figure A6.33)

Figure A6.33. (AFMC) DD Form 2708, Receipt for Inmate or Detained Person.

RECEIPT FOR INMATE OR DETAINED PERSON		
1. RECEIVED FROM <i>(Unit or Agency and Station)</i> 12 SFS, Randolph AFB, TX	2. TIME 00:12	3. DATE (YYYYMMDD) 20001225
4. INMATE NAME <i>(Last, First, Middle)</i> SEILER, Kevin Samuel	5. SSN 123-45-6789	6. GRADE SrA
7. ORGANIZATION 12 OMS	8. STATION Randolph AFB, TX	
9. OFFENSE <u>Shoplifting</u>		
10. PERSONAL PROPERTY <u>Retained on person</u>		
11. REMARKS <u>None</u>		
12. NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL DONALD BLEISTEIN	13. SSN 234-54-2430	14. GRADE MSgt
15. RECEIVING UNIT OR AGENCY AND STATION 12 OMS, Randolph AFB, TX	16. SIGNATURE 	

DD FORM 2708, NOV 1999